Editing Reference Manual

National Park Service

Editing Reference Manual

January 2005

Denver Service Center

United States Department of the Interior • National Park Service

COMMON PRACTICES TO USE AND MISTAKES TO AVOID

1. Documents are easier to read when done in columns.

2. Keep your sentences short and to the point. (The DSC *wrong-way* record for a sentence is 152 words.)

3. Avoid using superfluous words; the italicized word in the following list indicates the redundant element:

big *in size*	*integral* part
close proximity	*local* resident
consensus *of opinion*	*very* unique
filled *to capacity*	last *of all*
The park is *located* in the southern part of the state.	rehabilitate the *existing* building

4. Use simple words: for example, *use* instead of *utilize/utilization*, *sign(s)* instead of *signage, link* instead of *linkage*, and (as an adjective) *local* instead of *localized*.

5. Use serial commas, those commas that are before the and in a series, e.g., The flag is red, white, and blue. True, many times there would be little misunderstanding if the comma was not used, however, some sentences would be misunderstood. For example, "Anna, May and Walter are here" has a different meaning from "Anna, May, and Walter are here." In the first example, someone is telling Anna that May and Walter are here. In the second example, we are being told that three people are here. To easily avoid possible problems, get in the habit of putting the comma in before that "and."

   There is a new book from England on punctuation, *Eats, Shoots & Leaves,* by Lynne Truss. The title derives from one of the book's numerous jokes. A panda goes into a bar, orders a sandwich, fires a gun, and heads for the door. A shaken barman asks why. "Look it up," says the panda, throwing him a badly punctuated wildlife manual. The barman turns to the relevant page: "Panda: Bear-like mammal native to China. Eats, shoots and leaves." Although this joke really isn't about serial commas, it does illustrate the importance of correct punctuation (the panda eats shoots and leaves).

6. When using quotation marks, the comma and the period are placed inside the closing quotation mark. The semicolon is placed outside the closing quotation mark.

7. Use one space after periods and colons (referred to as close spacing). Using two spaces results in too much space between sentences, especially when the text is justified. Also, a number of successive open lines may produce the printing phenomenon called a river — white spaces meandering vertically down the page and distracting the reader. Word processing programs now incorporate proportional spacing, which typewriters did not, and this precludes the need for double spaces between periods. This is based on publishing industry standards and typesetting practices.

8. Do not hyphenate *-ly* modifiers (e.g., a federally listed species, *not* a federally-listed species).

9. In general, do not capitalize titles of individuals unless they precede a name.

10. Minimize the use of abbreviations and acronyms in documents. Their excessive use (as shown in the following example) would probably confuse the general public. (Initials for agencies are acceptable as adjectives.)

    This GMP/EIS describes four alternatives for management of BICY by the NPS. BLM and USGS, as well as USFS, have participated as cooperators. After a 30-day public review, either a FONSI or NOI to prepare a DEIS will be prepared. That will be followed by a FEIS and a ROD.

11. Most words with "multi" (multipage, multidisciplinary, multimedia) do NOT have a hyphen. This is also true for most "non" words (nonnative, nontoxic, nonmotorized)

12. Use *that* for clauses that restrict the meaning of a sentence; use *which* for clauses that provide additional information and are not necessary to understand the sentence. In the following example, the first sentence means that only bears eating out of garbage cans will be removed (thus restrictive). The second sentence means that all bears will be removed and, incidentally, bears eat from garbage cans.

    Bears that eat out of garbage cans will be removed from the park.
    Bears, which eat garbage out of garbage cans, will be removed from the park.

13. NPS *Management Policies* – don't italicize the "NPS" when referencing this document.

14. The National Park Service is the name of the agency. The national park system (lowercased) refers to the sites the National Park Service manages and is not interchangeable with the National Park Service. We have national park system sites or units, not NPS sites or units. We have NPS reports, not national park system reports.

15. Avoid the overuse of bold and italics to emphasize text. If everything is in bold or italics, then nothing is being emphasized.

16. If you are writing about a national monument (instead of, for example, a national lakeshore or national park), try not to say "the park"; use "the national lakeshore" or "the national monument." Although "the park" is understood and used throughout the National Park Service, the public doesn't understand and may not even know that something other than a national park is managed by the National Park Service. We can explain that the national monument/national lakeshore/park/national historic site/etc. is one of almost 400 units in America that are managed by the National Park Service.

17. Avoid footnotes (see section on "Footnotes").

18. We strongly advise against the use of odd or even page section breaks in the Word software, especially if you are bringing something to the DSC editors for editing. Use "next page" breaks between sections. We strongly advise against the use of odd and even section breaks in Word for long documents undergoing many reviews and changes.

19. When writing impacts, one would say it is "a long-term minor adverse impact," without commas. All modify impact. It is not an impact that is long term and minor and adverse.

20. There will be instances where a park disagrees with these standards, and contractors/parks will sometimes follow what the park wants.

See also "Word Use," page 84.

CONTENTS

COMMON PRACTICES TO USE AND MISTAKES TO AVOID v

INTRODUCTION 1

ABBREVIATIONS AND ACRONYMS 2

ABSTRACT PAGES 4

APPROVAL BLOCKS 5

BIBLIOGRAPHIC REFERENCES AND NOTES 6

- References 6
  - Author-Date Method 6
  - History Method 6
- Bibliographic Entries 7
  - Titles of Works 7
  - Published or Unpublished? 7
  - Authors of Public Documents 8
  - Personal Communications 8
- Examples of Reference Entries 9
  - Books 9
  - One Author (with second book by same author); Different Authors with Same Last Name 9
  - Two Authors 10
  - Three Authors 10
  - More than Three Authors 11
  - Organization, Agency, or Company as "Author" 11
  - Editor or Compiler as "Author" 11
  - Government Documents, Author or Authors Named 11
  - Parts of Books 12
  - Chapter or "Component Part" by One Author in a Book Edited by Another 12
  - Chapter or "Component Part" within a Work by One Author 13
  - Component Part of a Separately Titled Volume in a Multivolume Work 13
  - Reprint Edition 13
  - Secondary Source of a Quotation ("cited by" or "quoted in") 13
  - Published Proceedings of a Meeting 14
  - Authored Article in Published Proceedings of a Meeting 14
  - Nonbook Published Materials, Computer Programs, and Electronic Documents 14
  - Unpublished Materials 15
  - Theses or Dissertations 15
  - Paper Presented at a Meeting 16
  - Letters, E-mails, and Personal Communications 16

BOOKMAKING 17

CAPITALIZATION 19

- Titles and Offices 19
- Political Divisions 20
- Topographical Divisions 21
- Public Places and Major Structures 22
- Ships, Trains, Aircraft, and Spacecraft 23

Titles of Works 23
Book Titles in Text 24
Hyphenated Words in Titles 25
Trademarks 25
House Style Capitalization Decisions 25
Ethnic, Socioeconomic, and Other Groups of People 25
Acts, Orders, Plans, Policies, Programs, Projects, Systems, Standards, Scales, Etc. 26
Roads and Trails 26
Adjectives with Geographic Names 27
Government Entities 27
CAPTIONS, SOURCES, AND CREDIT LINES 32
Placement 32
Permission to Use, Reprints, Source Lines, Credit Lines 33
COMPOUND WORDS 34
General Rules 34
Other Rules and Guidelines for Hyphenation 36
Vegetation Communities 37
CONTENTS 43
Text Entries 43
Maps (or Illustrations), Figures, and Tables 43
COVERS 46
Outside Front Cover 46
Inside Front Cover 46
Inside Back Cover 48
Outside Back Cover 49
ENVIRONMENTAL IMPACT STATEMENTS 50
Alternatives, Including the Preferred Alternative 50
Affected Environment 50
Environmental Consequences 50
Methodology and Assumptions 50
Analysis 52
Cumulative Impacts, Conclusions, Section 106 Summaries, and Impairment 52
Other Impacts 53
Comment and Response Letters 54
Preparers and Consultants 55
Index 55
Volumes 55
Will/Would 55
Effect/Impact 56
FONT STYLES AND SIZES 57
FOOTNOTES 58
HEADERS 59
HEADINGS 60
LISTS 62
MARGINS 65

NUMBER STYLE 66
Other Rules 66
Other Examples 67
PAGE NUMBERS 68
PREPARERS and Consultants 69
PUNCTUATION 70
SHORT TITLES AND MODIFIERS 72
Agencies 72
Documents 72
SPELLING 73
SPINE LETTERING 74
TABLES 75
General Guidelines 75
Table Numbers 76
Notes in Tables 76
TEXT PAGES — DRAFT AND FINAL GMP/EIS 79
TEMPORARY TITLE PAGES 82
WORD USE 84
REFERENCES 86
INDEX 87

Tables

1: Guide to Capitalization 28
2: Guide to Compounding 38
3: Numbers 66

INTRODUCTION

This reference manual (which supersedes the September 1999 version) has been developed by the editorial staff at the Denver Service Center to suit the particular requirements of documents produced by this office. The sections in this document have been arranged alphabetically. This guideline is mostly aimed at producing general management plans / environmental impact statements. It is primarily a reference manual for editors; however, others may find it a useful reference for matters such as capitalization, bibliographic style, or compound words. Style decisions are based on *The Chicago Manual of Style* (15th ed. rev., hereafter cited as *CMS)*. Other guides, including Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed.) and the *Microsoft Encarta College Dictionary*, are used on occasion but are not considered primary references. Policy and procedural guidelines (DO-2, DO-12, etc.) are referred to in the organization, formatting, and substantive editing of documents.

Some house styles have been adopted for formatting, numbers, capitalization, compounding, and some aspects of footnoting and bibliography preparation, as discussed in this manual. Specific questions concerning style, format, grammar, and organization should be referred to the DSC editing staff, Planning Communications Group, (303) 969-2943, 987-6652, or 969-2941.

ABBREVIATIONS AND ACRONYMS

Most documents prepared by the Denver Service Center are meant to be read by the general public; therefore, the excessive use of in-house abbreviations or acronyms should be avoided. Frequently, these abbreviations are useful shortcuts inside the agency, but for the general reader they can turn an otherwise simple sentence into gibberish.

> The NPS, after consulting with WASO, the BLM, and USFWS, will prepare a DEIS/DCP for the tertiary sewage treatment plant at DETO after the BMP has been approved; no work on this project will begin until 30 days after the ROD is issued by the NWRO.

Generally, limit the use of abbreviations to common ones included in the dictionary; it is also permissible to abbreviate agency names when they are used as adjectives or unit modifiers (e.g., NPS guidelines or BLM land). Identify abbreviations parenthetically after the full name is used the first time. If you do not use an abbreviation or acronym later in the document, there is no need to identify it.

> The National Park Service (NPS) will study impacts on the grizzly bear in Yellowstone National Park.
>
> *But* The NPS study team held nine public meetings.

Generally avoid the use of abbreviations for document names: GMP, DCP, D/FEIS, HSR, etc.; instead use a short title (this/the plan, this/the document, or the/this environmental impact statement) (see also "Short Titles and Modifiers" section).

The following standard abbreviations are acceptable. (*CMS* 9.38, 9.42, 15.41, 15.44)

Abbreviate without periods (no spaces):

AD, BC (*CMS* now recommends full capitals and no periods [9.38, 15.41])

Note: For dates with AD and BC, the AD comes before the date and the BC comes after— for example, Britain was invaded successfully in 55 BC and in AD 1066. Also, inclusive dates used with AD or BC should be given in full to avoid confusion, e.g., "350–345 BC" instead of "350 BC –345 BC) or "between AD 1150 and 1600," not "between AD 1150 and AD 1600."

a.m. or AM; p.m. or PM (CMS now approves either lowercase initials with periods or small caps with no periods [*CMS* 9.42, 15.44]; DSC editing staff prefers the lowercase versions with periods.

Government abbreviations (spell out initially): USDI (U.S. Department of the Interior, *not* DOI and note it is the Department of the Interior, not Department of Interior), NPS (National Park Service), PL (Public Law), DO (Director's Order), EO (Executive Order), USC *(United States Code),* CFR *(Code of Federal Regulations),* FR *(Federal Register),* DM *(Departmental Manual)*. Make other department abbreviations conform to this style (change DOC [Department of Commerce] to USDC). See *CMS* 17.315 for further information about using the *Federal Register*.

cfs, mph, gpd, kV, kW, kWh, MW
sq ft, km, m (meter), ha (hectare)
N/E/S/W/NE
10°F, 20°C (note no space between degree symbol and temperature scale)
ORV (off-road vehicle) or RV (recreational vehicle) after once spelled out

- FY for fiscal year (spell out the first time): FY 97, FY 97/98, *but* FY 2000
- Initially, spell out state roads; then use state abbreviation style (New Mexico 57, NM 57).
- Use two-letter state abbreviations for states and Canadian provinces in lists, tables, notes, and bibliographies (e.g., CO for Colorado). (*CMS* 15.29)

Abbreviate with periods:

U.S. Highway 41 or two U.S. highways meet here (see *CMS* 15.34)
pers. comm. (personal communication)
sec., min., hr., mo., yr. (*CMS* 15.75)
in., ft., sq. ft., lin. ft., mi. (*CMS* 15.73)

It is preferable to say *noon* or *midnight* without "12:00 " (see *CMS* 9.43).

Standard abbreviations (check the dictionary if in doubt about the acceptability of an abbreviation). Abbreviations in several fields are listed in *CMS* chapter 15, pp. 558–92. Please note that *Fort* and *Mount* should not be abbreviated; it is Fort Collins, not Ft. Collins; Mount Evans, not Mt. Evans; Casper Mountain, not Casper Mtn.

For military titles and offices, consult *CMS* 8.27 and 15.15 (military abbreviations). When a civil or military title is used with the surname alone, the title must be spelled out:

General Washington Senator Kennedy Lieutenant Colonel Smith, but

However, with full names, most such titles may be abbreviated:

Gen. George Washington Sen. Ted Kennedy Lt. Col. Fred Smith

ABSTRACT PAGES

One-page abstracts are required at the beginning of draft and final general management plans / environmental impact statements. (See also section on "Temporary Title Pages.")

Draft
General Management Plan / Environmental Impact Statement

BIG BEND NATIONAL PARK

Brewster County, Texas
February 2003

This *General Management Plan / Environmental Impact Statement* describes and analyzes three alternatives for managing Big Bend National Park. The approved plan will help managers make decisions about managing natural and cultural resources, visitation, and development for the next 15 to 20 years. Some issues to be addressed are the strain on scarce water resources; employee housing, offices, and other development located in flash flood hazard areas; protection of natural and cultural resources; limited orientation and interpretation, and inadequate office space and storage for park staff. A separate management plan is being developed concurrently for the Rio Grande Wild and Scenic River.

Alternative A, the no-action or status quo alternative, reflects ongoing actions at the park and serves as a basis for comparing the other alternatives and knowing why certain changes may be advisable. Natural and cultural resources would be managed as they are now. There would be limited, if any changes in interpretation and management of the park. Coordination with agencies and other groups would continue. There would be very little change in visitor or other park facilities except for the following. One new building would provide storage and office space for fire management. The park would be operated and maintained as before. Issues would be resolved as they emerged and not as the result of a comprehensive plan. Staffing and funding levels would remain at or near current levels. Visitor services would remain limited, and current laws, policies, and guidelines would guide resource management actions. Any development that is not tied to an approved plan would be designed to be temporary and reversible.

The two "action" alternatives describe various approaches to managing the park's resources and visitation. **Alternative B – Preferred Alternative – Enhanced and Adequate Natural Resource Stewardship and Enhanced Visitor Facilities** – would create a more sustainable park and provide better protection for the park's natural and cultural resources than the no-action alternative while offering an enhanced experience for visitors. Some facilities would be upgraded, and a new visitor center would be built at Panther Junction. **Alternative C – Maximize Natural Resource Stewardship and Preservation by Providing a More Resource-Oriented Visitor Experience** – would better protect the park's natural resources than the no-action alternative and alternative B while providing for visitor use. All facilities except the main road, a trailhead with parking, and a restroom would be removed from Chisos Basin and Rio Grande Village. These and other actions would be taken to make the park more sustainable, greatly reduce water use, and promote ecological restoration.

For questions about this document, write Superintendent, Big Bend National Park, P.O. Box 129, Big Bend National Park, TX 79834-0129, call (915) 477-2251, or Email: www.nps.gov/bibe. Please note that the NPS practice is to make comments, including names and addresses of respondents, available for public review. After a 60-day review period, during which public meetings will be held, comments will be analyzed and a final plan/environmental impact statement will be prepared. After a 30-day no-action period, a course of action will be approved through the issuance of a record of decision.

United States Department of the Interior • National Park Service

APPROVAL BLOCKS

An approval block is printed inside the front cover on all final (post –ROD) general management plans. Approval blocks are not required on final environmental impact statements, even when combined with a GMP because the plan technically cannot be approved until 30 days after the announcement of publication appears in the *Federal Register* and a record of decision has been signed.

As of the date of this guideline, the superintendent recommends the plan and the NPS regional director approves.

Scanned-in signatures are not required in approval blocks — names, titles, and dates should be typed in. Dates must be included for all recommendations and approvals; the job captains are responsible for obtaining the necessary documentation and providing the names and dates.

On all approval pages the recommended and approved blocks should be flush left and the dates flush right and on the same line as the name. The approval block should be at the bottom of the page.

Also see the "Inside Front Cover" section.

RECOMMENDED:

Joseph T. Avery July 17, 1996
Superintendent, Federal Hall National Memorial

APPROVED:

Marie Rust September 10, 1996
Regional Director, Northeast Region

BIBLIOGRAPHIC REFERENCES AND NOTES

In a document, the list commonly called "Bibliography" should be titled "Selected Bibliography" or "References" because we are not trying to include every possible source on the subjects, as the word bibliography might imply, but rather the sources that we found most helpful in preparing the document.

REFERENCES

The standard method of citation used in DSC documents is a modified version of the author-date system shown in *CMS* (chapters 16 and 17, "Documentation I" and "Documentation II"). These chapters list examples under "B" that would be used for the "history" method described below, and examples under "R" (reference list) that would be used in the author-date system most commonly used at DSC. The DSC editors also use Kate L. Turabian's *A Manual for Writers* (chapters 9, 10, 11, and 12), which was intended as a companion volume to *CMS. G*uidance in the two publications is essentially parallel except that *CMS* gives instructions for printed material and Turabian's *Manual* is directed at writers of manuscripts, with the examples looking like material prepared on a typewriter and words underlined that eventually would be in italics. (Many writers preparing manuscripts to be submitted to publishers still use underlines to indicate italics, even if they are using computers capable of producing italics; the underline signals the eventual typesetter or printer that italics should be used.)

Authors are responsible for ensuring that their references are complete and accurate.

Author-Date Method

The *author-date* method is used in most DSC documents, including all types of plans and environmental documents. This method consists of in-text citations with author and date in parentheses and a reference list that is arranged and formatted as shown in the author-date examples in this section. In the parenthetical citations, abbreviations typically are used for government agencies, such as USDI for the U.S. Department of the Interior and USGS for the U.S. Geological Survey. Other abbreviations also are acceptable in parenthetical citations if they are readily understandable, such as (NW Univ.), (U. of CO School of Jour.), (SD Dept. of Fish and Game) [if used frequently, possibly even shortened to (SDDF&G)] or (CO Div. of Wildlife). A list of abbreviations can be placed before the bibliography if text citation abbreviations are lengthy or confusing. If two authors are used as a reference in the text, they are separated by a semicolon, e.g., (Walker 1986; Smith 1996).

History Method

The *history* method is used in historic resource studies, historic structure reports, and similar documents. Its citations consist of consecutively numbered notes in the text (either footnotes at the bottom of the corresponding text page or endnotes at the end of each chapter) and a bibliographical listing arranged and formatted like the examples shown in the "B" examples in *CMS* chapters 16 and 17. This method is not covered comprehensively in this document because most DSC planning and environmental documents are prepared according to the author-date method. However, guidance and examples of notes in this method are offered in the *CMS* chapters mentioned above. Notes are discussed in Turabian's *Manual* chapter 8, with examples also shown in chapters 10, 11, and 12. Notes

are numbered consecutively by chapter or throughout the document, depending on the length of the work.

Preparing a bibliography according to the history method is discussed in *CMS* 16.10–16.89 (pp. 599–616). Examples of bibliography entries for this method are shown throughout chapters 8, 9, 10, 11, and 12 of Turabian's *Manual*; they are the "B" entries in each group of examples.

BIBLIOGRAPHIC ENTRIES

Titles of Works

The information on the title page of a published book should be copied exactly. If a title has been displayed in several lines (a matter of design), it may be necessary to insert punctuation for it to make sense, but ***do not add words***. In the following example, adding *to* may seem to make sense, but it is not accurate. Therefore,

Hamilton's Guide
Yellowstone
National Park

becomes *Hamilton's Guide: Yellowstone National Park,* with the addition of a colon to indicate what the guide is about.

A title displayed on the title page as

Nez Perce Country
A Handbook for
Nez Perce National Historical Park
Idaho

is shown in the reference list as *Nez Perce Country: A Handbook for Nez Perce National Historical Park, Idaho,* with the addition of a colon to indicate the subtitle and a comma to set off the state name.

Some government documents do not have a proper title page; in these cases look on the cover, inside the front cover, or elsewhere in the first few pages, particularly for dates. If the date or place of publication is not given, but you are sure of the year or place (city) of publication, that information can be included in brackets, as [1987] or [Casper, WY]. Otherwise indicate "n.d." for "no date" (*CMS* 16.103–104, 17.119, 17.122) or "n.p." for "no place" (meaning no place of publication was given) — *CMS* 17.98, 17.102). (If a work is obviously published but no publisher is listed, "n.p." can also indicate "no publisher given.")

Published or Unpublished?

The DSC criterion for distinguishing published from unpublished works is availability to the public. Any document that is distributed to the public or is available through libraries, other depositories, or on the Internet is considered published. The titles of published works are placed in italics. Unpublished materials are single-copy typed manuscripts, theses filed in universities but not printed for distribution, and other documents reproduced in-house that are not available to the public. The titles of unpublished works are enclosed in quotation marks and no publisher is shown, but the place

of preparation is indicated if known, and where the document is on file is also indicated. Electronic editions of older works now available online can be cited as described in CMS 17.146.

Current computer software makes the use of italics as easy as underlining; therefore, preparers of bibliographies or footnotes are encouraged to use italics for book and magazine titles (as in *CMS*) rather than underlining (as shown in Turabian's *Manual*) so that additional time will not be required to convert underlines to italics before publication.

Authors of Public Documents

Public documents — those written by NPS employees or by employees of other federal, state, city, or county government agencies during on-duty hours — should be listed under the agency name, not under the name of the individual author(s). The name of the individual is shown within the reference item (see "Government Documents, Author or Authors Named," below). This practice is based on the public documents cataloging system used by the Library of Congress and other large libraries. In citing a publication written by a federal employee (for example, if Philip Thys, an NPS employee, wrote *Subterranean Bats of Carlsbad Caverns*) the internal citation may be (NPS 1996b) or (NPS, Thys 1996b). In the reference list or bibliography, complete bibliographical information about this document should be given under National Park Service, U.S. Department of the Interior.

Documents prepared *for* the National Park Service or other government agencies by individuals or companies should be listed under the name of the company or the names of the preparers. An annotation can be included in the entry to indicate that this was a contracted work. It is not necessary to include the contract number.

University of Colorado, Weather Sciences Department
1996 *Weather Phenomena in Yellowstone National Park, 1895–1995*. Prepared for the National Park Service. Boulder, CO: University of Colorado Press.

OR

Jones, Jeremy
1995 "Bugs I Have Known in Colorado National Monument." Report prepared for the National Park Service under contract. On file at Denver Service Center.

Personal Communications

Do not cite in-house personal communications. Cite other personal communications in parentheses in the following order:

agency or organization (if any)
name of individual and job title, followed by name of NPS employee who received the information
type of communication (telephone conversation, memo, e-mail message, interview, or "pers. comm." if you don't know)
date

Citing personal communications is discussed in *CMS* 17.208–9, which indicates that usually a personal communication should be run into the text or given in a note, as in the first example below. If listing the personal communication in the reference list is necessary, it can be done as in the second example.

"Bureau of Land Management archeologist Jude Carino, in an e-mail message to NPS cultural resource specialist Larry Van Horn, suggested in July 2004 that historic trails in Wyoming . . ."

OR

(BLM, Carino, pers. comm. 2004)

Bureau of Land Management
2004 E-mail message from Jude Carino, archeologist, to Larry Van Horn, NPS cultural resource specialist, July 26, 2004, regarding historic trails in Wyoming.

CMS 17.208 suggests that such communications should be run into the text instead of listed as a bibliographic reference. (If they are listed, they should follow the order given above, except that the date would appear in its usual place. See examples below under "Letters and Personal Communications.")

EXAMPLES OF REFERENCE ENTRIES

The following examples show text references or notes and bibliographic entries for the author-date system. For more examples, including examples of the history system, see chapters 9, 10, 11, and 12 in Turabian's *Manual* and chapters 16 and 17 in *CMS*.

For subsequent citations of the same work, the parenthetical information is simply repeated. Page numbers normally are not cited in text references in the author-date system; however, if they are essential, the page reference should be the final element in the citation, separated from the year by a comma (Mandel 1984, 67). For a reference that includes several pages, see *CMS* 9.64—9.68.

Books

One Author (with second book by same author); Different Authors with Same Last Name

Parenthetical Text Citations
(Conners 1988a)
(Conners 1988b)

If you are citing two different authors with the same last name, use the initial of the author's first name, of if two have the same initial, use the complete first name.
(Jones, J. 1984)
(Jones, M. 1992)
(Jones, Barnaby 1969)
(Jones, Barbara 1976)

Reference List

Conners, John A.
1988a *Shenandoah National Park: An Interpretive Guide*. Blacksburg, VA: The McDonald & Woodward Publishing Company.
1988b *Wildlife of Shenandoah National Park*. Blacksburg, VA: The McDonald & Woodward Publishing Company.

Jones, Barbara J.
1976 "The Use of the Canada Goose to Control Difficult Moose." Report prepared for the National Park Service under contract.

Jones, Barnaby
1969 "Wolves I Have Known" *National Wildlife* 14 (May-June 1969):25–31.

Jones, Jerri.
1984 "The Paint Pots and Other Thermal Features in Yellowstone." *Geothermal Journal* 22 (6):99–105.

Jones, Murgatroyd
1992 *Mysterious Events in Yellowstone National Park: Historic Tales of Ghosts and Hauntings Near the Geysers*. Cheyenne, WY: History and Mystery Press.

Note that the ampersand symbol (&) is used in the Conners entries because that is how the publishing company displays the company name. Using the ampersand generally is discouraged in DSC publications and in Turabian's *Manual* and *CMS* (14.12 and 14.13), but follow the lead of the company whose name is being copied.

Two Authors

When documents with two or more authors are included in a bibliography, only the first name is inverted (Unwin, L. P., and Joseph Galloway). See *CMS* 17.27 for further reference. An author's initials (and all people's initials) are separated by a space, just as a person's first and last name are separated by a space. Use *and*, not the ampersand symbol (&), and note that a comma must follow the first person's inverted name (Ruby, Robert H., and J. A. Brown). When both authors have the same family name, the full name of each is given, as "Disney, Walt, and Roy Disney."

Parenthetical Text Citation
(Ruby and Brown 1986)

Reference List

Ruby, Robert H., and J. A. Brown
1986 *A Guide to the Indian Tribes of the Pacific Northwest*. Norman, OK: University of Oklahoma Press.

Three Authors

When there are two or three authors, *all* names must be given. Do not use "et al." or "and others" unless there are more than three authors.

Parenthetical Text Citation
(Gill, Wegmann, and Méndez-Faith 1995)

Reference List

Gill, Mary McVey, Brenda Wegmann, and Teresa Méndez-Faith
1995 *En Contacto: Gramática en Acción*. 5th ed. Fort Worth, TX: Harcourt Brace College Publishers.

More than Three Authors

Note that either "et al." or "and others" is acceptable in notes and parenthetical citations (as long as the usage is consistent throughout the document), *but the names of all authors must be given in the bibliography or reference list.*

Parenthetical Text Citation
(Sorensen et al. 1997) OR (Sorensen and others 1997)

Reference List

Sorensen, Gregory, Linda Russo, Christy Fischer, Sandy Schuster, Lou Layman, Kathy Dimont, and Jon Nickolas
1997 *Seven Easy Steps to Government Editing: How You, Too, Can Be a Bureaucrat.* Denver: Getrich Press.

Organization, Agency, or Company as "Author"

Parenthetical Text Citations
(CEQ 1978)
(Idaho Historical Society 1968)
(Idaho Department of Commerce 1992)
(William McDonough Architects 1992)

Reference List

Council on Environmental Quality, Executive Office of the President
1978 "Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act." *Federal Register* 43: 55978–56007.

Idaho Historical Society
1968 *Fort Hall, 1834–1856.* Boise, ID: Idaho Historical Society.

Idaho Department of Commerce
1992 *County Profiles of Idaho.* Boise, ID: Idaho State Press.

William McDonough Architects
1992 *The Hannover Principles.* Charlottesville, VA: William McDonough Architects.

Editor or Compiler as "Author"

Parenthetical Text Citation
(Woodburne 1993)

Reference List

Woodburne, Michael O., ed. (or comp.)
1993 *Cenozoic Mammals of North America.* Berkeley, CA: University of California Press.

Government Documents, Author or Authors Named

In DSC house style, the agency that issued a government document should be given as the first element in the text reference or the bibliographic entry. The name of the author or authors should

follow the title. This clearly identifies the government agency as the creator of the work, since it is most likely that the individual created the publication as a government employee.

Parenthetical Text Citations
(NPS 2000) or (NPS, Schuster 2000)
(NPS 2001) or (NPS, Van Horn 2001)
(USGS 1987)

Reference List

National Park Service, U.S. Department of the Interior
2000 "Government Editing in the New Century," by Sandy S. Schuster. Special report on file at Denver Service Center.
2001 *Contemporary History Writing: Researching Historical Information on the Internet,* by Lawrence Van Horn. Washington, DC: Government Printing Office.

U.S. Geological Survey, U.S. Department of the Interior
1987 *Hydrologic Conditions and Trends in Shenandoah National Park, Virginia, 1983–1984,* by Dennis D. Lynch. Water resources investigations report 87-4131. Prepared in cooperation with the National Park Service. Richmond, VA.

However, it is sometimes difficult to discern whether the author was a government employee, or if the author wrote the article or book in question on government or personal time or was just preparing the article or book for the agency. When this is the case, the article or book is listed in the bibliography and in text references by the author's name, as shown below.

Parenthetical Text Citation
(Ray 2004)

Reference List

Ray, Linda
2004 *Barns and Farm Landscapes in the National Parks*. Prepared for the National Park Service. What-a-Joy Press. Modesto, CA.

Any government agency documents without named authors would continue to be listed under the agency name, as "USGS" or "NPS."

Parts of Books

Chapter or "Component Part" by One Author in a Book Edited by Another

Parenthetical Text Citations
(Hodge 1899)
(Johnson 1966)

Reference List

Hodge, Frederick Webb
1899 "Coronado's March to Quivira." In *Memoirs of Explorations in the Basin of the Mississippi,* edited by J. V. Brower 345–8. Saint Paul, MN: H. L. Collins Co.

Johnson, Lyndon Baines
1866 "Special Message to the Congress on the Conservation and Restoration of Natural Beauty," February 8, 1965. In *Public Papers of the Presidents of the United States, Lyndon Baines Johnson, 1965*. Washington, DC: Government Printing Office.

Chapter or "Component Part" within a Work by One Author
(when you want to refer to one chapter rather than the whole book)

Parenthetical Text Citation
(Nickolas 1995)

Reference List

Nickolas, Jon
1995 "Diary of an Environmental Impact Statement." In *The Other Side of Hell* 87–99. Boston: Houghton Mifflin.

Component Part of a Separately Titled Volume in a Multivolume Work

Parenthetical Citation
(Fowler and Liljeblad 1986)

Reference List

Fowler, Catherine S., and Sven Liljeblad
1986 "Northern Paiute." In *Great Basin,* edited by Warren L. D'Azevedo, 435–65. Vol. II, *Handbook of North American Indians,* edited by William C. Sturtevant. Washington, DC: Smithsonian Institution.

Reprint Edition

Parenthetical Citation
(NPS 1993)

Reference List

National Park Service, U.S. Department of the Interior
1993 *National Parks for the 21st Century: The Vail Agenda, Report and Recommendations to the Director of the National Park Service.* Published with the assistance of the National Park Foundation. Reprint, Montpelier, VT: Capital City Press.

Secondary Source of a Quotation ("cited by" or "quoted in")

Parenthetical Citations
(Wright 1920)
(McFarland 1990)
(Fischer 2001)
(Layman 2002)

Reference List

Fischer, Christy
2001 "A Vegetarian on Editing Bureaucratic Literature." Cited by Lou Layman, compiler, in *Government Employees I Have Known: Oddities, Peculiarities, and Fantastic Attributes,* 237–306. Denver: Compadre Press.

Layman, Lou, comp.
2002 *Government Employees I Have Known: Oddities, Peculiarities, and Fantastic Attributes.* Denver: Compadre Press.

McFarland, Marvin W., ed.
1990 Deposition by Orville Wright in *Montgomery et al.* v. *the United States,* 13 January 1920. In *The Papers of Wilbur and Orville Wright, including the Chanute-Wright Letters and Other Papers of Octave Chanute*. Salem: NH: Ayer Company, Publishers, Inc.

Wright, Orville
1920 Deposition by Orville Wright in *Montgomery et al.* v. *the United States,* 13 January 1920. Quoted in *The Papers of Wilbur and Orville Wright, including the Chanute-Wright Letters and Other Papers of Octave Chanute*. Edited by Marvin W. McFarland. Salem: NH: Ayer Company, Publishers, Inc.

Published Proceedings of a Meeting

Parenthetical Citation
(Dodge 1989)

Reference List

Dodge, D. P., editor
1989 *Proceedings of the International Large River Symposium.* Toronto: Fisheries and Aquatic Science Publications.

Authored Article in Published Proceedings of a Meeting

Parenthetical Citation
(Fremling et al. 1989)

Reference List

Fremling, C. R., J. L. Rasmussen, R. E. Sparks, and S. P. Cobb
1989 "Mississippi River Fisheries: A Case History." In *Proceedings of the International Large River Symposium,* edited by D. P. Dodge, 309–51. Toronto: Fisheries and Aquatic Science Publications.

Nonbook Published Materials, Computer Programs, and Electronic Documents

In general, material obtained through the Internet is treated like printed material, except that the computer address replaces the city of publication and publisher name; Extensive information about this subject is available in *CMS* 17.4–15 and other sections of chapter 17, as well as in Turabian's *Manual* 8.140–1. Suggestions about citing material obtained from the Internet also are available in the *Microsoft Encarta College Dictionary* and the Web site of the University of Chicago (<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/>). (The *Encarta* dictionary also contains an interesting discussion about how to evaluate the reliability of material you find on the Internet.)

Note that in the following examples, the "computer address" (also called the URL, or uniform resource locator) is enclosed in what the *Encarta* dictionary calls "angle brackets" (you may think of them as "less than" and "greater than" symbols — they are on our computer keyboards as "capital" comma and period). A chart in the *Encarta* dictionary indicates that enclosing the URL in angle brackets is recommended not only by *CMS* but by the Modern Language Association's *MLA Handbook for Writers of Research Papers* and the Council of Biology Editors' *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. This method appears to be a convenient way to set off the URL from surrounding text in preparing bibliographic entries, and placing the sentence-ending period *after* the closing angle bracket should alleviate any confusion about whether the period is a "dot" to be included in the URL. However, *CMS,* which previously approved this method, now discourages it (*CMS* 17.10).

The USFWS and Nesbitt examples below most closely follow the method indicated by the chart mentioned above as that recommended by *CMS* for the order of the elements. However, since most DSC documents arrange the reference list in the author-date method, the dates are in the usual position rather than following the URL, and DSC style prefers the use of italics rather than underlines for journal titles. More information about how to present URLs is available in *CMS* 6.82, 7.44, and 17.9–12.

Parenthetical Citations

(Flax and Nickolas 1997)
(Microsoft 1995)
(USFWS 1996)
(Nesbitt, 2004)

Reference List

Flax, Rosabel, and Jon Nickolas
1997 "Stepping In." Paper presented at the symposium, "Personnel Management in the Nineties." Annual meeting of Government Personnel Managers, Anchorage, AK, June 4. Available on the Internet at <nl-kr@www.nps.gov>.

Microsoft Corporation
1995 *Microsoft Windows 95*. N.p.: Microsoft Corporation. CD-ROM.

Nesbitt, John
2004 "Teaching Writing and Internet Research in the Wilds of Wyoming." *Wildwrite: A Journal for Teachers of Writing in Remote Areas* 9:1 (May 2004). Also available on the Internet at <wildwrite@ewc1.ewc.whecn.edu>.

U.S. Fish and Wildlife Service, U.S. Department of the Interior
1996 Information extracted from "The Sucker Critical Habitat Proposal," by Rollie White (Portland Field Office) and Kevin Stubbs (Sacramento Field Office); revised January 28. National Wildlife Refuge System. Available on the Internet at <http://bluegoose.arw.r9.fws.gov/NWRSFiles/WildlifeMgmt/SpeciesAccounts/Fish/KlamathBasinSuckers>.

Unpublished Materials

Theses or Dissertations

For a master's thesis, "M.S. thesis" or "M.A. thesis" can be used, as appropriate; for a doctoral dissertation, "Ph.D. diss." can be used.

Parenthetical Citations

(Sandoval 1978)
(Lehman 2003)

Reference List

Lehman, C. Russell
2005 "Computer Use in Science Fiction versus Current Computer Technology: A Comparison of Star Trek and 2001 Computers with Today's Modern Office." M.S. thesis, University of Colorado, Boulder.

Sandoval, David Alex
1978 "Trade and the Manito Society in New Mexico, 1668–1671." Ph.D. diss., University of Utah, Salt Lake City.

Paper Presented at a Meeting

Parenthetical Citation
(Royce 1988)

Reference List

Royce, John C.
1988 "Finches of DuPage County." Paper presented at the 22nd Annual Conference on Practical Birdwatching, May 24–26, at Midland University, Flat Prairie, Illinois.

Letters, E-mails, and Personal Communications

Parenthetical Citations (note: these assume there is no reference in the "References" section list).

(USFWS, L. A. Barclay, Field Supervisor, Cookeville, IN, letter to D. A. Falvey, National Park Service, Denver, Nov. 22, 1991)
(USGS, Computer Specialist C.R. Lehman, telephone con. with Craig Cellar, National Park Service, Denver, October 31, 2005)
(Denver Botanic Gardens, Plant Care Supervisor G. E. Noonan, pers. comm. with Sandy Schuster, National Park Service, Denver, March 10, 2004)
(Jones and Jones Architects, Seattle, Steve Durrant, e-mail to Jackie Powell, National Park Service, Denver, August 16, 1996)

BOOKMAKING

The general guidelines for bookmaking (sequence and content of book parts, procedures for preparing manuscripts for printing, etc.) are based on standard bookmaking practices (see *CMS* part 1) and Director's Order 52A: *Communicating the National Park Service Mission*. Under this director's order the covers of all documents follow the same format and a standard font. DSC editors have found that RawlinsonT and Frutiger best suit the purposes of our documents. The standards are also posted on <www.graphics.nps.gov>. DO-2*: Planning Process Guideline* and DO-12*: National Environmental Policy Act Guideline* are followed in preparing environmental impacts statements (EISs) and environmental assessments (EAs), except that the back matter is organized according to *CMS*. Odd numbers are always printed on the right-hand page, even numbers on the left-hand page (also see section on "Page Numbers").

The general organization of documents:

PART	PAGE NO.
Front Matter	(start with roman numeral i)
Title Page (including abstract for an EIS)	odd (i) [pg. no. not printed]
Summary	odd (iii)
Table of Contents (titled simply "Contents")	odd
(List of) Maps or Illustrations	odd or even
(List of) Tables	odd or even
Text (start with Arabic 1)	
EA or EIS	
Purpose of and Need for the Plan	odd (1)
Alternatives, Including the Preferred Alternative	odd or even
Affected Environment	odd or even
Environmental Consequences	odd or even
Consultation and Coordination	odd or even
Final Plan, Special Resource Study, or Newsletter	
Introduction	odd (1)
Each chapter	odd or even
Back Matter	
Appendixes (designate appendixes as A, B, C, etc.)	odd or even
with divider pages	odd
Glossary (optional)	odd or even
Selected Bibliography or References	odd or even
Planning Team or List of Preparers	odd or even
Index (required for an EIS)	odd or even

The organization of the front matter and back matter is similar for all documents. The rationale for placing the summary after the title page and before the table of contents is based on the assumption that people who are interested only in the summary should be able to find it quickly, and they will probably not be interested in how the full document is organized.

Divider pages for parts of a document are a useful tool for lengthy documents because they add another level of heading; if divider pages are used, they are always on a right-hand (odd-numbered) page and usually blank on the back unless there is display type (such as a quotation, text highlight, or graphic illustration). Divider pages are not physically numbered. The first page of text after a divider page is on the right.

CAPITALIZATION

DSC editors have generally adopted a "down" or lowercase style, based on guidance in *CMS*. A down style helps avoid a "big brother" government image, and most newspapers also follow a down style. Exceptions are made in cases where it is likely that a phrase will be misunderstood or misread.

> *CMS* 8.2 — Although proper names are capitalized, many words derived from or associated with proper names (brussels sprouts, board of trustees), as well as the names of significant offices (presidency, papacy) may be lowercased with no loss of clarity or respect.

TITLES AND OFFICES

CMS 8.21 — "Civil, military, religious, and professional titles and titles of nobility are capitalized when they immediately precede a personal name, and are thus used as part of the name (usually replacing the title holder's first name). Titles are normally lowercased when following a name or used in place of a name . . .

President Johnson; the president	General Eisenhower; the general
Governors Owens and Ryan; the governors	Dean Brinton, the dean

CMS 8.23— When a title is used in apposition before a personal name, not as part of the name but as a descriptive tag, and often with *the,* it is lowercased:

> the emperor Maximilian (i.e., the emperor who was Maximilian)
> French president François Mitterand (*better:* President Francois Mitterand of France)
> the empress Elizabeth of Austria
> the globe-trotting pope John Paul II
> former presidents Reagan and Clinton
> the then secretary of state Madeleine Albright
> *but*
> Secretary of State Albright

CMS 8.24 — "*Text use.*" The lists in the sections that follow, obviously not exhaustive, show various titles and words related to them as they might appear in text rather than in a formal listing or heading."

CMS 8.24, *Civil titles*

- the president; George Washington, first president of the United States; President Washington; the presidency; presidential; the Washington administration
- the vice president; Richard Cheney, vice president of the United States; Vice President Cheney; vice-presidential duties
- the secretary of state; Colin Powell, secretary of state; Secretary of State Powell or Secretary Powell
- the senator; the senator from West Virginia; Senator Robert C. Byrd; Senators Byrd and Trent; Sen. John Glenn, Democrat from Ohio (or D-OH; see 15.31)
- the representative; the congressman; the congresswoman; Henry Hyde, representative from Illinois *or* congressman from Illinois; Congressman Hyde *or* Rep. Henry Hyde (R-IL) or Rep. Henry Hyde (R-Ill.)

the general; commander in chief; General Ulysses S. Grant, commander in chief of the Union army; General Grant
the pope; the papacy; Pope John XXIII
the president; the president's office; President Serafina; Olga Serafina, president of Causwell University; Alfred Beamish, president of Hostwell Corporation; Mr. Beamish, president of the corporation
the queen; the queen of England; Queen Elizabeth; Elizabeth II, queen of England

CMS 8.22 — "In text matter, titles following a personal name or used alone in place of a name are, with few exceptions, lowercased."

the president of the United States; the president; the presidency; presidential; President George Washington; President Washington; President and Mrs. Washington; George Washington, president of the United States; the Washington administration
the secretary of state; the secretary; Secretary of State Madeline Albright; Secretary of State Albright; Madeline Albright, secretary of state
the senator; the senator from Ohio; Senator Howard M. Metzenbaum; Senator Metzenbaum; Howard M. Metzenbaum, senator from Ohio
the state senator; the senator; Olga Parker, Ohio state senator; state senator Parker
the congressman from Oregon; the congresswoman from Ohio; the representative from New Mexico; Congressman Olin Paprowski; Congresswoman Deborah Baron; Congresswoman Baron; Representative DeGette of Colorado; Diana DeGette, representative from Colorado; Olin Paprowski, congressman from Idaho

Following this line of thinking, then, it is
the secretary of the interior; the secretary; Secretary Norton; Gale Norton, secretary of the interior
the state historic preservation officer; State Historic Preservation Officer Jones
the state historic preservation office (if that is the title of this office in a particular state, then capitalize; often this is not the case)

Much more information about capitalization is available in *CMS* chapter 8.

POLITICAL DIVISIONS

CMS 8.55 — "Words denoting political divisions — from *empire, republic,* and *state* down to *ward* and *precinct* — are capitalized when they follow a name and are used as an accepted part of the name. When preceding the name, such terms are usually capitalized in names of countries but lowercased in entities below the national level. Used alone, such terms are almost always lowercased. But see 8.56."

Examples of political division names that might be needed in DSC documents:

Washington State; the state of Washington
the New England states; Middle Atlantic states
Jefferson County; the county of Jefferson
New York City; the city of New York
the Indiana Territory; the territory of Indiana
Evanston Township; the town of Evanston
Kweneng District; the district
the Commonwealth of Australia, *but*
*t*he commonwealth of Massachusetts

the Fifth Ward, the ward
the Sixth Precinct, the precinct
the British colonies, the thirteen colonies

TOPOGRAPHICAL DIVISIONS

CMS 8.57 — "*Mountains, rivers, and the like*. Names of mountains, rivers, oceans, islands, and so forth are capitalized. The generic term (*mountain,* etc.) is also capitalized when used as part of the name. In the plural, it is capitalized when it is part of a single name (Hawaiian Islands) and when it is used of two or more names, both beginning with the generic term (Mounts Washington and Rainier). When the generic term comes second and applies to two or more names, it is usually lowercased (the Illinois and the Chicago rivers)."

PLEASE NOTE: This is a reversal from guidance in the 14th edition of *CMS* (or it can be considered a return to earlier *CMS* usage). Therefore, the most recent guidance requires that the plurals of national parks, monuments, memorials, and so on be lowercased, as in the following examples, given along with some examples from the *CMS* passage:

Yellowstone National Park
Yosemite National Park
Yellowstone and Yosemite national parks
Arapaho National Forest
White River National Forest
Arapaho and White River national forests
the Nile Delta
the Continental Divide
the eastern seaboard (shown in *CMS* 8.50; previous DSC guidance capitalized this term)
Cape Kennedy
the Black Forest
the Hawaiian Islands; Hawaii; but the island of Hawaii
Lake Michigan; Lakes Michigan and Erie; the Great Lakes
the Rocky Mountains; the Rockies
Mount Princeton, Mount Rainier; Mounts Princeton and Rainier
the Colorado River; the Colorado and Arkansas rivers
the Pacific Ocean, the Pacific and Atlantic oceans
the Nile Valley; the valley; the Mississippi River valley

CMS 8.58 — "*Generic terms*. When a generic term is used descriptively (or in apposition, see 8.23) rather than as part of a name or when used alone, it is lowercased."

the Amazon basin
along the Pacific coast (*but* the Pacific Coast *if the region is meant)*
the California desert
the river Thames
the Hudson River valley

PUBLIC PLACES AND MAJOR STRUCTURES

CMS 8.60 — "Thoroughfares and the like. The names of streets, avenues, squares, parks, and so forth are capitalized. The generic form is lowercased when used alone. In the plural, street, avenue, and such are usually lowercased. See also 9.55–56

Broadway
Fifty-fifth Street; Fifty-seventh and Fifty-fifth streets
Hyde Park Boulevard, the boulevard
Interstate 80, I-80, an interstate highway
Jackson Park, the park
London Bridge, the bridge
U.S. Route 66; Routes 1 and 2; a state route

Applied to NPS uses, this would mean
Yellowstone National Park; the national park; the park
Curecanti National Recreation Area; the national recreation area
Yosemite and Redwood national parks; the parks

CMS 8.61 — Buildings and monuments. The names of buildings and monuments are capitalized. The generic form is lowercased when used alone.

the Babri Mosque, the mosque
Buckingham Fountain, the fountain
the Capitol (*as distinct from* the capital city)
the Chrysler Building; the Empire State and Chrysler buildings
Adler Planetarium; the planetarium
Hadrian's Wall (*but* the Berlin wall)
the Jefferson Memorial; the memorial
the Houses of Parliament
the Pyramids (*but* the Egyptian pyramids)
the Washington Monument, the monument
Westminster Abbey, the Abbey (a short form rather than a generic term)

Some massive works of sculpture are regarded primarily as monuments and therefore not italicized (see 8.206)

the Statue of Liberty; the statue
Mount Rushmore National Memorial; Mount Rushmore
the Colossus of Rhodes; the colossus

CMS 8.62 — Rooms, offices, and such. Official names of rooms, offices, and the like are capitalized.

the Empire Room (but room 421)
the Lincoln Bedroom
the Oval Office
the West Wing of the White House

SHIPS, TRAINS, AIRCRAFT, AND SPACECRAFT

CMS 8.124 — "*Ships.* Names of specific ships and other vessels are both capitalized and italicized. Note that when such abbreviations as USS (United States ship) or HMS (Her [or His] Majesty's ship) precede a name, the word *ship* or other vessel type should not be used. The abbreviations themselves are not italicized . . ."

Apollo II
USS *Enterprise*
the *Spirit of Saint Louis*
USS *SC-530*; the U.S. ship *SC-530*
SS *United States;* the *United States*

CMS 8.125 — "*Aircraft, automobiles, trains, and the like.* Names of makes and classes of aircraft, models of automobiles and other vehicles, names of trains or train runs, and names of space programs are capitalized but not italicized."

Boeing 747
Concorde
Dodge Caravan
Superchief
Metroliner
Project Apollo

CMS 8.125 — "*Pronouns.* When a pronoun is used to refer to a vessel, the neuter *it* (rather than *she* or *her)* is generally preferred . . ."

TITLES OF WORKS

In general, capitalization of titles of works in DSC publications follows the system called "Headline style" in *CMS* 8.167, which is summarized below. More detailed discussion of capitalization in titles of works is available in *CMS* 8.164–8.210.

A. Always capitalize the first and last words in titles and subtitles. Also capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions — but see rule D.
B. Lowercase the articles *a*, *an*, and *the* unless an article is the first or last word of the title.
C. Lowercase prepositions regardless of length, except when they are stressed (*through*. in *A River Runs Through It*), are used adverbially or adjectivally (*up* in *Look Up, down* in *Turn Down, on* in *The On Button*), are used as conjunctions (*before* in *Look Before You Leap),* or are part of a Latin expression used adjectivally or adverbially (*De Facto, In Vitro)*.
D. Lowercase the conjunctions *and, but, for, or,* and *nor*.
E. For simplicity's sake, always lowercase the words *to* and *as* in any grammatical function.
F. Lowercase the second part of a species name (such as *Felis rufus)* or the part of a proper name that would be lowercased in text, such as *de* or *von.* For words that can be used as prepositions, adverbs, or adjectives, consult a dictionary.

The following examples illustrate some of these rules:

Singing While You Work
A Little Learning Is a Dangerous Thing
Tired but Happy
Traveling with Fido, *but* A Good Dog to Travel With

Ten Hectares per Capita, *but* Landownership and Per Capita Income
The Editor as Anonymous Assistant

Book Titles in Text

Title of a published work: capitalize major words and italicize. Use the full title only as a first reference:

Draft Environmental Impact Statement, Fire Island National Seashore
Final General Management Plan, Great Smoky Mountains National Park

Short title of a published work: capitalize and italicize (same as the full title).

Draft General Management Plan
Land Protection Plan

Avoid the overuse of italicized short titles; use general references whenever possible.

General reference, published work: lowercase:

the (this) plan
the (this) management plan
this environmental impact statement; this impact statement

Title of an unpublished work: capitalize major words, enclose in quotation marks (see *CMS* 8.195):

"Task Directive for the General Management Plan, Cape Lookout National Seashore"
"Collection Preservation Guide, Mount Rainier National Park"

Title of a plan that has not yet been done: lowercase, no quotation marks:

A resource management plan will be done after the general management plan has been completed.

Chapter (signified by a divider page) and section titles: capitalize major words, enclose in quotation marks:

the "Affected Environment" chapter of this document
the "Natural Resources" section of the "Affected Environment"
the "Geologic Resources" subsection of the "Natural Resources"

Lowercase, standard type, no quotation marks for passing references and cross-references to book parts (foreword, preface, introduction, contents, appendix, glossary, bibliography, index); see examples below (which are based on guidance in *CMS*).

alternative B (*but* the "Alternative B: Preferred Alternative" section)
appendix A (*but* "Appendix A: Legislation")
article 37
chapter 2 (*but* "Chapter 2: The Fall of Rome")
figure 3
illustration 5
number (no.) 13
page 35
section I.B.2.a., but "Natural Resources" section

table 22
volume (vol.) 6

Map/figure/table titles: capitalize words in title only, with standard type and no quotation marks.

the Visitor Statistics table *but* table 3 or figure 2 (as shown above)
the Landownership map

Hyphenated Words in Titles

For hyphenated and open compounds in titles, the simple rule is capitalize only the first element unless any subsequent element is a proper noun or adjective.

No-action Alternative
Spanish-speaking People
Long-term /Short-term Impacts
How a Non-English-speaking Immigrant Made Good

Second elements attached by hyphens to prefixes are not capitalized unless they are proper nouns or proper adjectives.

anti-intellectual pursuits

TRADEMARKS

Trademarks are usually indicated in the dictionary and are capitalized. Where possible use the generic equivalent, as using the registered name may imply favoritism.

Trademark	Generic Equivalent
Clivus Multrum toilet	composting toilet
Jeep	four-wheel-drive vehicle, off-road vehicle, sport-utility vehicle, off-highway vehicle (jeep [lowercase "j"] refers to a military vehicle)
Rollerblading	in-line skating
Xerox	xerographic copy, photocopy

HOUSE STYLE CAPITALIZATION DECISIONS

The following house style decisions have been adopted and are not necessarily based on *CMS* rules. See table 1 for other examples.

Ethnic, Socioeconomic, and Other Groups of People

CMS 8.41 —"Names of ethnic and national groups are capitalized. Adjectives associated with these names are also capitalized. . . .8.42 Whether terms such as African American, Italian American, Chinese

American and the like should be spelled open or hyphenated has been the subject of considerable controversy . . . since the hyphen does not aid comprehension in such terms . . . it may be omitted unless the writer prefers it. . . . 8.43

Some examples of these principles are shown below; more detailed discussion and more examples are available in *CMS* 8.41–45

American Indian or Native American	Japanese American
Alaska Native	Hispanic
African American, *but* black*	Native Hawaiian
Chinese American	white*
European American	Hispanics, a Hispanic
Latinos, a Latino, a Latina	Italian Americans
Caucasians, a Caucasian	Chicanos, a Chicano, a Chicana
New Zealanders	French Canadians

**CSM* 8.43 — Designations based loosely on color are usually lowercased, though capitalization may be appropriate if the writer strongly prefers it.

CMS 8.45 — "*Physical Characteristics*. Terms describing groups or individuals according to a physical characteristic or a disability are usually lowercased."

wheelchair users	blind persons
deaf children	people with disabilities
visitors with disabilities	

The bottom two examples above are DSC preference for our documents.

Acts, Orders, Plans, Policies, Programs, Projects, Systems, Standards, Scales, Etc.

Generally lowercase all such names unless they refer to organizational bodies or have widely known and commonly accepted appellations (see table 1 for specific examples). When using established abbreviations or acronyms, remember what the abbreviated title stands for; for example, the Retired Senior Volunteer Program is abbreviated RSVP, so it would be redundant to say the "RSVP program."

Roads and Trails

Capitalize the full and short names of federal, state, county, and local roads, as designated in the road atlas or on USGS maps (Interstate 5, I-5; U.S. Highway 12, U.S. 12; Colorado State Highway 35, Colorado 35, CO 35; Elbert County Highway 317, Elbert County 317). Also capitalize the popular names — designated or regionally accepted — of these and other roads (Route 66, Hagerstown Pike, Generals Highway, Trail Ridge Road). Use the regionally accepted name, rather than the standard short title, if it is known (County Road 42 in the El Malpais region; M-5, etc., for the Michigan state highway system). Roads named for the area they pass through may be capped, depending on popular acceptance (Oak Creek Road, but the Dry Gulch road). Other roads are usually lowercased (local road 2, Forest Service road 27).

Capitalize the full and short names of designated trails (Appalachian National Scenic Trail, Appalachian Trail; Santa Fe National Historic Trail, Santa Fe Trail). Also capitalize the popular names of trails if they are widely accepted. Most trails within parks, which are named for the areas they pass through, are lowercased (the Pleasant Valley trail).

Adjectives with Geographic Names

Generally lowercase greater/lesser and upper/lower, capitalize north/south, but always check a map or verify with the author. Examples:

the Entrada sandstone formation
the greater Colorado River basin
the greater New York metropolitan area (descriptive)
  but the Lesser Antilles (formal name)
the North Branch of Steel Creek; North Branch
the North Fork of the South Platte
the North Platte River
  but the north(ern) Colorado River region
the Piedmont physiographic province
the South Fork of Smith River
the upper Green River
  but the Upper Delaware River

Government Entities

the Denver city government has agreed
the city has agreed
the Park Service will cooperate with the state (use the state agency name if known)
the Bush administration
city hall
civil service
the federal government

TABLE 1: GUIDE TO CAPITALIZATION

act, Organic Act of 1916, the appropriations act, *but* Endangered Species Act, National Environmental Policy Act, the act was enacted in 1956
administration, the Nixon administration
advisory council (*see* council)
African American
Alaska Native (see also native)
alternative A, 1, etc.
appendix, appendix A (*but* "Appendix A: Legislation")
archeological district, *but* the Anasazi Archeological District
armed forces
army, Union army, *but* U.S. Army, Fifth Army, Army Corps of Engineers

battlefield, national battlefield, *but* Fort Necessity National Battlefield
bay
  Bay Area (San Francisco)
  the Bay (Chesapeake Bay)
black (or Black — see discussion on page 22)
board, advisory board, *but* the National Heritage Area Advisory Board
building, the federal office building, *but* the Empire State Building (formal name)

campground, the Kirk Creek campground (not named)
Cape Cod, the Cape
capitol, state capitol, *but* South Dakota State Capitol
category 1, category 2 (species)
cemetery, the Racine (town) cemetery, *but* Mount Zion Cemetery (named)
church, the Methodist church (organization), *but* Central Presbyterian Church (a named church)
city, city of New York, *but* New York City
civil rights
class I, class II (air quality)
code, *but Life Safety Code, National Electric Code*, *Uniform Building Code*
commission (capitalize if formal part of name, lowercase when used alone)
committee (capitalize if formal part of name, lowercase when used alone)
commonwealth, commonwealth of Pennsylvania
conference (capitalize if formal part of name, lowercase when used alone)
Congress, U.S. Congress, United States Congress
congressional, congressional hearings, *but* the Congressional Budget Office
council (capitalize if formal part of name, lowercase when used alone)
  Advisory Council on Historic Preservation, *but* the advisory council
county, the county of Jefferson, *but* Jefferson County

Delta (region in Mississippi)
the Department of the Interior, Interior
director, assistant director, regional director, *but* Director Kennedy
district, central business district, *but* Caribou District (named). District as a popular name for Washington, D.C. *See also* archeological district, historic district

eastern seaboard, Eastern Shore (of Chesapeake Bay)
environmental assessment, *but* the *Yellowstone National Park, Bridge Bay, Development Concept Plan and Environmental Assessment*
environmental impact statement, *but* the *Voyageurs National Park Draft Environmental Impact Statement*
estate, the William Floyd estate
European American
executive order, *but* Executive Order 11953, "Protection of Wetlands"

farm, the Overton farm, *but* Paradise Farm (formal name)
federal, federal agency, federal government, federal program, *but* the Federal Reserve Bank (formal name)
figure 1, *but* Figure 1: Average Income, 1980–90
flood, *but* Johnstown Flood
flyway, Pacific flyway
fort, *but* Fort McHenry, Forts Jefferson and Frederica

Geological Survey (proper name is United States Geological Survey)

government, Denver city government, federal government, U.S. government
Great Plains
guideline, natural resource management guideline, but *Guideline for Sustainable Design*; or *NPS-28: Cultural Resource Management Guideline*

headquarters, park headquarters, Fort Hancock headquarters
highway
Alabama Highway 95 (AL 95 or Alabama 95)
Elbert County Highway 317 (Elbert County 317)
U.S. Highway 6 (U.S. 6)
Route 66, Generals Highway, Trail Ridge Road (popular names)
historic district, *but* the Skagway Historic District (formal designation)
historic site, national historic site, *but* Longfellow National Historic Site, Eisenhower and Friendship Hill national historic sites
home, the Lincoln home, the boyhood home
house, the Miller house, *but* Octagon House (formal name), the White House

Industrial Revolution
initiative, sustainable design initiative
Internet
interstate, the interstate highway, *but* Interstate 95 (I-95)
ironworks, *but* Cambria Iron Works

landfill, Red Tank sanitary landfill
lake
Lake Superior, Lakes Michigan and Huron, Yellowstone Lake, Ouzel and Blue lakes
lakeshore, national lakeshore, *but* Pictured Rocks National Lakeshore, Apostle Islands and Sleeping Bear Dunes national lakeshores
landmark
historic landmark, national historic landmark, *but* Wounded Knee National Historic Landmark (formal designation)
natural landmark, national natural landmark, *but* Point Lobos National Natural Landmark (formal designation)
Life Safety Code
lighthouse, the Cape St. Elias lighthouse

list (capitalize formal names of lists)
List of Classified Structures
World Heritage List

mall, (capitalize formal names, e.g., the National Mall in Washington, D.C.)
mansion, the Shorter mansion
map, the Landownership map
memorandum of agreement
memorial, national memorial, *but* Mount Rushmore National Memorial, Coronado and Chamizal national memorials
monument, national monument, *but* Hovenweep National Monument, Navajo and Casa Grande national monuments
movement, civil rights movement
museum, the state museum, *but* the Denver Art Museum, the Colorado Historical Museum

nation
national
forest, historic landmark, historic site, lakeshore, memorial, monument, natural landmark, park, recreation area, park system, seashore, national natural landmarks program (*but* capitalize a proper name, such as Arapaho National Forest, Fort Laramie National Historic Site)
National Electric Code
National Register of Historic Places, *but* the national register
National Registry of Natural Landmarks, *but* the national registry
National Wetlands Inventory
Native American, Alaska Native, Native Hawaiian; but native peoples or indigenous peoples (descriptive)
navy, *but* U.S. Navy
NPS *Management Policies 2001*
number

office (capitalize formal department/division names)
the Washington Office
the Office of the Secretary
but, the state historic preservation office (unless that is the official name in that state
Organic Act

Paleo-Indian
park, national park, the park, *but* Acadia National Park, Yellowstone and Grand Teton national parks
physiographic province (capitalize only proper part of name), the Coastal Plain physiographic province
Plains Indians
plan
  corn subsidy plan, wetland species protection plan, *but* Marshall Plan, 12-Point Plan
  development concept plan
  general management plan, *but* the *Denali National Park General Management Plan*
plantation, the Shorter plantation
policy
  fire management policy
  land protection policy
  open door policy
preferred alternative
president, *but* President Lincoln
presidential, a presidential proclamation, *but* Presidential Proclamation 624
program
  coastal zone management program
  community block development grant (CBDG) program
  general revenue-sharing program
  historic property leasing program
  land protection program
  national flood insurance program
  national historic landmarks program
  national natural landmarks program
  Retired Senior Volunteer Program (RSVP; proper name)
  Volunteers-in-Parks (VIP) program (proper name)
project, Little Calumet River project, trans-Alaska pipeline project, *but* Auburn Neighborhoods Revitalization Project (organization)
province *See* physiographic province
public law, *but* Public Law 99-545 or PL 99-545
pueblo, *but* Sand Canyon Pueblo

ranch, the Anderson ranch, *but* Empire Ranch (proper name)
ranger station, the Avery ranger station
recreation area, national recreation area, *but* Bighorn Canyon National Recreation Area, Golden Gate and Gateway national recreation areas
register, national register, *but* the National Register of Historic Places
registry, national registry, *but* the National Registry of Natural Landmarks
report, *but* Senate Report 95-171
reservation, *but* the Navajo Reservation, the Pine Ridge and Rosebud reservations
Retired Senior Volunteer Program
river, Hudson River, Green and Yampa rivers, the North Fork of the Flathead River
road, north corridor road (a proposed road)
  Oak Creek Road, Morrison and Sagebrush roads, County Road 42, Road C-22 (all proper names)
  but the Dry Gulch road (descriptive of road's location)
room, living room, room 17 *but* the Persian Room the East Room of the White House
ruin, Easter ruin, Ansel Hall ruin

sandhill crane
Sand Hills (specific geographic area)
sand hills (noun)
scale, international scale of river difficulty

seashore, national seashore, *but* Cape Lookout National Seashore, Canaveral and Gulf Islands national seashores
secretary, the secretary of the interior, *but* Secretary of the Interior Babbitt
section, section 106
service
  Forest Service
  National Park Service, Park Service (*but* the service); service center (*but* the Denver Service Center
  U.S. Fish and Wildlife Service, Fish and Wildlife Service (proper name is United States Fish and Wildlife Service)
site, *but* Dittert site
standard
  national ambient air quality standards (NAAQS)
state, the state of Washington, *but* Washington State
state historic preservation officer, *but* State Historic Preservation Office (if that is the proper name of the office in a particular state)
storehouse, the Eagle Point storehouse, storehouse 4
street, Logan Street, Logan and Sherman streets

superintendent, park superintendent, *but* Superintendent Robert Evans
survey, *but* Geological Survey (proper name United States Geological Survey), Historic American Buildings Survey
symposium, the Vail symposium
synagogue, *but* Touro Synagogue
system
  Civil Service Retirement System
  international metric system
  interstate highway system
  national park system, park system, Florida park system, Denver park system
  national wilderness preservation system
  national timber reservation system
  national wild and scenic rivers system
  Social Security System

table 1, A-2, *but* "Table 1: Population"
task force (capitalize if formal part of name, lowercase when used alone)
town, *but* Company Town No. 1
township, *but* Hennessey Township
trace, *but* Natchez Trace
trail, national trail, national scenic/recreational/ historic trail, *but* Appalachian National Scenic Trail, Appalachian Trail, Santa Fe National Historic Trail, the Santa Fe Trail
  the Longs Peak trail (describing the trail to Longs Peak), the river trail, the Pleasant Valley trail

Uniform Building Code
unit (lowercase as a descriptive term for park management units), north unit, south unit, Turner River unit

U.S. Army Corps of Engineers
  Corps of Engineers, the Corps

valley, the river valley, the Red River valley, Ohio River valley, *but* Yosemite Valley
visitor center, the Grant Grove visitor center, *but* the Henry R. Loomis Visitor Center (formally designated)
Volunteers-in-Parks (VIP) program

Web page, web page
Web site or website
West (the West), Rocky Mountain West, West Coast
white (White, see discussion on page 22)
wilderness, the Yosemite wilderness area, *but* Big Jack Wilderness (legislatively designated)
world heritage site, *but* Redwood National Park World Heritage Site
World Wide Web, the Web

zones (plant life)
  Boreal region
    Arctic zone
    Hudsonian zone
    Canadian zone
    Transition zone
  Austral region
    Upper Austral zone
    Upper Sonoran zone
    Carolinian zone
    Lower Sonoran zone
    Austroriparian zone
  zones (when designating management units in a park) The historic resources zone, the administrative zone, the natural zone, the recreation zone

CAPTIONS, SOURCES, AND CREDIT LINES

Captions are used for photographs, illustrations, and figures. The caption can briefly indicate what is shown in a figure, illustration, or photograph, or it can contain additional information. Unlike a map legend, which is a key to the map symbols, a caption for a figure or photograph is explanatory material. Captions should be a point or two smaller in size than the text of the document and in sentence style capitalization; they may also be bold type or roman type as long as consistency is maintained throughout a document. Photograph captions may be numbered in a document with many photos and extensive cross-references to them. They generally are not numbered if there are only a few. Captions may be omitted if unidentified photos are used primarily as a design element rather than as specific illustrations. See *CMS* 12.31-39.

CMS 12.32 — "*Syntax, punctuation, and capitalization.* A caption may consist of a word or two, an incomplete or a complete sentence, several sentences, or a combination (see 12.8). No punctuation is needed after a caption consisting solely of an incomplete sentence. If one or more full sentences follow it, each (including the opening phrase) has closing punctuation. In a work in which most captions consist of full sentences, even incomplete ones may be followed by a period for consistency. Sentence capitalization . . . is recommended in all cases except for the formal titles of works of art (see 12.33). The following are examples (note: indentions are used only for the purposes of separating these examples):

Figure 1. Major creeks and tributaries *OR* Figure 1. Major creeks and tributaries.
Photo 9. Historic church in the park *OR* Photo 9. Historic church in the park.
Photo 9. Historic church in the park. This church was built in 1789 by Frederic Fudd, who used marble quarried from a hill just west of Fuddsville.
Fig ure 4. Schematic encapsulation of pyritic material. Fill is terraced into the existing bedrock. A 12-inch layer of crushed limestone is placed between the fill and original ground, as shown. Filter fabric placed above and below the crushed limestone permits the passage of water and prevents fines from clogging the filter layer.
Mexican General Mariano Arista *[caption from an illustrative drawing not given a figure number]*
The Connellsville coke region flourished as coke ovens burned around the clock. Operations like this one dotted the landscape, creating jobs for immigrant workers. *[caption from a picture]*
The Somerwell House on Main Street in Yorktown, home of ferryman Mungo Somerwell, survived the 1781 siege. *[caption from a picture]*

Small caps can also be used as the style for captions; be consistent throughout the document if you use this style.

PLACEMENT

Captions are usually placed below the figure, photo, or illustration; however, captions may be above the figure, photo, or illustration as long as placement is consistent within the document.

If a figure, illustration, or photograph must be turned to run the long way of the paper (broadside; landscape), the caption must also be turned so that it runs the same direction. Running heads (headers) should not be used on a page with a broadside table or illustration. Page numbers for broadside tables

should appear in the same position as on the other text pages. The top of a broadside page should always be at the reader's left.

PERMISSION TO USE, REPRINTS, SOURCE LINES, CREDIT LINES

In most cases, material reproduced from other publications of the U.S. government can be reused without permission; however, the source should be credited. No credit lines are used to identify individual NPS employees who produce photographs or drawings.

Permission to reprint must be obtained for material under copyright. A credit line is generally included with any reproduced material. Follow as closely as possible the form of credit specified by the person who granted permission.

Source credits may appear under a photo, figure, or illustration in small type or in parentheses at the end of the legend. Sometimes it is possible to work the facts into the legend copy so that a separate credit line is not necessary. If all the photographs in a document are from one source, that fact may be acknowledged in the preface or in an acknowledgments section.

If a credit appears on a line by itself, end punctuation is omitted. Some examples of credit lines are shown below. The word *source* should be in italics or in caps and small caps.

> Reprinted with permission of The Macmillan Company and Geoffrey Bles, Ltd., from *A Guide to Communist Jargon,* by R. N. Carew Hunt. Copyright 1957 by R. N. Carew Hunt.
>
> *SOURCE:* Map redrawn from Doughty 1987.
> Section numbering plan courtesy of Bureau of Land Management, U.S. Department of the Interior.
>
> *SOURCE:* Drawing reprinted from *Topographic Maps: Silent Guides for Outdoorsmen.* U.S. Department of the Interior, Geological Survey.
>
> Photograph courtesy Archives and Historical Division, State of Wyoming.

Examples of credit information worked into the text are shown below.

> This church, photographed in 1939 by James Smith, was built in 1789 by Frederic Fudd, who used marble quarried from a hill just west of Fuddsville. (Photo courtesy of Colorado State Archives.)
>
> Photo 9. Historic church in the park.
> This church was built in 1789 by Frederic Fudd, who used marble quarried from a hill just west of Fuddsville. Photo by James Smith, 1939, provided by Colorado State Archives.
>
> The Somerwell House on Main Street in Yorktown. This house, shown in a historic photograph from the Library of Congress, was the home of ferryman Mungo Somerwell. The house survived the 1781 siege.

More information about credit lines is available in *CMS* 4.95 and 12.40–51; source notes are discussed in 13.44–45 and other places in *CMS*.

COMPOUND WORDS

A house style for compound words (solid, open, or hyphenated) has been developed based on the principles and guidelines in *CMS* (7.82–90). The general rules of compounding are discussed below; table 2 lists words frequently encountered in NPS work.

GENERAL RULES

Rule 1. Whenever you have a question about the status of a compound, check *Webster's Collegiate Dictionary, 10th Edition* and *Webster's Third New International Dictionary* and follow the style established. If the compound is not in either dictionary, follow the appropriate rule.

Rule 2. Noun or adjective modifier + noun: As a noun compound (subject or object), leave open; as a unit modifier, hyphenate *only* if misreading is likely.

Common examples in our work (see also table 2) follow:

adaptive use	land use
air quality	law enforcement
case study	mass transit
coastal zone	middle range
cooperative agreement	multiple use
cooperative management	open space
day visit(or)	public use
day use	recreation vehicle
flood control	resource management
food service	special use
land classification	visitor use
land protection	water quality

Examples of cases where hyphens are (and are not) necessary in noun (adjective) + noun unit modifiers are shown in *CMS* 7.90. However, try whenever possible to conform to an "open compound" style, and use discretion in adding hyphens. If the compound appears only once in a document, try to rephrase the sentence to avoid it; if it is used throughout, be sure to be consistent.

There may be rare cases where the compound itself is modified, and a hyphen is required in the compound to clarify the meaning of the phrase (e.g., a policy of open land use — does this phrase mean use of open land or open use of land?). Be careful not to change the meaning of such compounds by putting the hyphen in the wrong place. Also, if hyphenated compounds like open land-use are visually distracting, rephrase the sentence to avoid them.

A few noun (adjective) + noun compounds have been made solid or hyphenated as a house style (see table 2). The dictionaries contain others that have become accepted permanent compounds in one form or another (large-scale, long-term, one-way, open-air — as adjectives). Always check the lists and the dictionary before making decisions about compounding.

Rule 3. Noun + verbal:

a. Noun + gerund (noun form): leave open.
b. Noun + present participle (adjective form): hyphenate as unit modifier, generally leave open as predicate adjective.
c. Noun + past participle (adjective form): hyphenate as unit modifier, generally leave open as predicate adjective.

Examples:

Cost sharing [noun + gerund used as the subject] will be discussed at the meeting.
The agreement will provide for cost sharing [noun + gerund used as an object].
Cost-sharing [adjective or unit modifier] arrangements will be included in the proposal.
Dust-producing [adjective or unit modifier] activities will be minimized.
Rain machines will reduce the effects of construction activities that are dust producing [predicate adjective].
Beach-related [unit modifier] sports will be emphasized.
Plans emphasize sports that are beach related [predicate adjective].

Common examples in our work (see also table 2) follow:

Gerund/present participle	**Past participle**
land managing	concession operated
management zoning	park related, *but* park-related information
master planning	water oriented

Check the dictionary for possible permanent compounds or words that are always hyphenated, e.g., timesharing, bookkeeping, air-conditioning, time-consuming, self-guiding, right-of-way, rights-of way (*not* right-of-ways).

Rule 4. Noun + adjective: Generally hyphenate in all positions; check dictionaries for possible solid compounds. This is a house style rule not covered in *CMS*.

Examples:

cost-effective (dictionary)
flood-prone

Rule 5. Adjective + noun to which *-d* or *-ed* has been added: Generally hyphenate in all positions and check dictionaries for permanent compounds.

Examples:

blue-eyed	open-ended	)
dim-witted	life-sized	) all permanent
old-fashioned		)

If the first part of the compound carries an adverb modifier, omit the hyphen (fine-grained sugar, but extra fine grained sugar).

Rule 6. Adverb + adjective or participle: Check dictionaries for possible solid compounds; otherwise, hyphenate as a unit modifier (unless the expression carries a modifier), generally leave open as a predicate adjective. See *CMS*, p. 302.

Examples:

It is a well-organized program. He is heavyhearted [permanent form].
The program is well organized.

If the adverb ends in *-ly* or the modifier could not be misread, leave open (equally effective proposals, less severe climates, state-listed species, federally listed species).

Common adverbs used in this form:

above	fast	less(er)	much	slow
below	full	light	narrow	small
better	heavy	little	near	so
best	high	long	off	up
close	ill	low	on	well
deep	in	medium	out	wide
direct	large	middle	quick	worse
down	least	more	right	worst
far	left	most	short	

Rule 7. Verb + preposition or adverb: Leave open as a verb; hyphenate or close up as a noun or an adjective or unit modifier.

Examples:

check in (v.)	set back (v.)	take out (v.)	cleanup (n., u.m.)
check-in (u.m.)	setback (n.)	takeout (n., u.m.)	clean up (v.i.)

Table 2 contains common examples in our work.

OTHER RULES AND GUIDELINES FOR HYPHENATION

An *-ly* adverb + adjective or participle: Never use a hyphen after an *-ly* adverb (see *CMS*, p. 302).

Example: highly developed area

Number + century: Leave open in all forms.

Example: 19th century mansion

Other cardinal numbers + units of measurement: Hyphenate as unit modifiers only.

Examples: 10-mile limit, *but* a limit of 10 miles
11-inch margin, but a margin of 11 inches

For numbers with $ and , leave open in all forms.

Examples: a $5 fee, a 72 purchase, $5 million (not the redundant $5 million dollars)

Fractions under one: Hyphenate (see *CMS*, p. 303).

Examples: a one-third interest
only one-third of the total

Proper noun or adjective: Leave open in most forms (see *CMS*, p. 302).

Examples: North American countries
Civil War era
Austro-Hungarian

When a combining prefix precedes a proper noun or adjective, add a hyphen.

Examples: un-American, non-Indian
(Note that an en dash is used when the second element consists of a proper noun of more than one word: pre–Civil War era.)
but nonnative, nonwilderness, and nonmotorized are closed (dictionary form)

Form dependent on position or meaning.

Examples: ballfield (house style), but baseball field
schoolboy, but high-school boy

Anyone may go.
but Any one of them may go.

For all of the following, check *CMS* pages 302–308.

- suspended compounds (iron- or steel-plated), steel-plated or -sided, overused and underused)
- phrases (less-than-fee purchase or fee-simple purchase, but purchased in less than fee)
- relationships (grandfather, grandmother, great-grandson, sister-in-law, foster child)
- two nouns of equal value (city-state)
- noun and possessive (bird's-eye view)
- chemical compounds (carbon dioxide concentration)

Mid: Use a hyphen with *mid* when it is followed by a proper noun or a number, e.g., mid-18th century or mid-19th century building, mid- and late-19th century, or mid-August.

Double modifiers: State-owned and -maintained; "federal- or state-listed species" is awkward — change to something else such as "species that are listed by state and federal agencies."

VEGETATION COMMUNITIES

Mixed forest type designations are linked by a forward slash (/) instead of a hyphen (-).

Spruce-fir suggests that one tree has characteristics of both the spruce and the fir; spruce/fir indicates two separate tree types.

spruce/fir forest
riverbottom cypress/tupelo/sweetgum
oak/hickory forest

Other designations are spelled out:

northeast hardwood forest
short grassland
creosote bush shrubland

Table 2. Guide to Compounding

Words followed by an indented list may be used as either a solid or hyphenated compound; a dash preceding a word indicates that word is used as the last part of a compound.

Abbreviations: adv = adverb, n = noun, u.m. = unit modifier (adjective), p.a. = predicate adjective, v = verb
♦ = dictionary (*Merriam Webster's Collegiate Dictionary,* 10th ed. and *Microsoft Encarta College Dictionary*)
* = verb forms are open (e.g., a hazardous waste cleanup was required, *but* the maintenance staff was asked to clean up the site).

The *Merriam Webster's Collegiate Dictionary* also contains lists of compounds of several prefixes: co-, counter-, hyper-, inter-, mis-, multi-, non-, out-, over-, post-, pre-, re-, self-, sub-, super-, ultra, un-).

–about
runabout (n.), *but* run about (v) ♦
turnabout ♦
aboveground ♦
–American
European American
(African American, Chinese American
antiwar ♦
–around
turnaround ♦
artwork ♦
aside*
set-aside (n.) ♦
audiocassette ♦
audiovisual ♦
–away
breakaway ♦
cutaway ♦

back
back beach
back bay
backcountry ♦
backup (n.) ♦
backwall
backwater (n., u.m.) ♦
–back
feedback ♦
leaseback ♦
setback
ballfield
–bank
riverbank ♦
streambank
barrier
barrier beach (u.m.)
barrier island (u.m.)
barrier reef ♦
base course
basketmaking ♦
battle
battlefield ♦
battleground ♦
battleline
bathhouse ♦
bay
bayfront
bayshore
bayside
beach
beach grass ♦
beachside ♦
bear-proof
–bed
coalbed
railbed ♦
riverbed ♦
streambed ♦
belowground
bird
bird nesting
birdwatching
blockhouse
boardsurfing
bookkeeping ♦
boathouse ♦
bodysurfing ♦
boomtown
break
breakaway ♦
breakdown ♦
breakoff
breakout ♦
breakroom
breakthrough ♦
breakup ♦

brick
brickfield ♦
bricklayer ♦
brickmaking ♦
brickwork ♦
brickyard ♦
byway ♦

cattleguard
centerline ♦
check*
check-in ♦
checklist ♦
checkout ♦
checkup ♦
chickenhouse
cleanup (n.) ♦*
clearcut (u.m., v., n.) ♦
closed-captioned
(u.m., p.a.) ♦
coal
coalbed
coalfield ♦
coal seam ♦
coastal
coastal zone (u.m.)
concession
concession operated (p.a.)
concession-operated (u.m.)
cooperative (u. m., n.)
cooperative agreement
cooperative management
core city
cost
cost-effective ♦
cost sharing (n., p.a.)
cost-sharing (u.m.)
–country
backcountry ♦
cross-country (u.m., adv.) ♦
frontcountry
countywide
courthouse ♦
craftshop
crestline
crime prevention
(u.m., n.)
criss-cross ♦
cross
cross-country (u.m., adv.) ♦
cross section (n.) ♦
–cycle
life cycle (n.) ♦
life-cycle (u.m.)

database ♦
day
day hiker
day labor
day use
daytime ♦
day visit(or)
–day
skier day (n.)
visitor day (n.)
decision
decision maker♦
decision making (n) ♦
decision-making (u.m.)♦

dog
dogsledding
doghouse ♦
dog-walking (u.m.), *but* dog walking (n.)
down
downgrade ♦
downlake
downriver ♦
downsize ♦
downstream ♦
downtime ♦
–down*
breakdown ♦
drawdown ♦
letdown ♦
run-down (u.m.) ♦
rundown (n.) ♦
shutdown ♦
takedown ♦
turndown ♦
drainageway ♦
drawdown ♦
drive
drive-by
drive-through
drive-up
dropoff
dune
dune stabilizing (p.a.)
dune-stabilizing (u.m.)

electrical line
<u>European American</u>

–facing
ocean facing (p.a.)
ocean-facing (u.m.)
farm
farmhouse ♦
farmland ♦
farm lane
fee-simple (u.m.)
feedback ♦
fence
fenceline
fencepost
fiber optics (n.) ♦
fiber-optics (u.m.)
field
field hand ♦
fieldhouse
fieldwork ♦
–field
ballfield
coalfield ♦
goldfield ♦
grainfield ♦
leachfield
oilfield
sportsfield
sprayfield
fire
firefighter ♦
firefighting ♦
firehouse ♦
fire pit
fireproof ♦
fire ring
–fish
sportfish
surf-fish ♦
first-come, first-served
firsthand ♦
flash flood (n., v) ♦
flashflood (u.m.)
flash flooding (n.)
flood
flood control
floodgate ♦
flood-prone (u.m.)
floodprone (p.a.)
floodplain ♦
floodproof
floodproofing
flood stage
floodwater ♦
floodway
–flow
lava flow
mudflow ♦
riverflow
springflow
streamflow
waterflow
folk
folklife ♦
folklike ♦
folklore ♦
folksinger ♦
folkway ♦
food service (u.m., n.)
foot
footbridge ♦
footpath ♦
footprint ♦
foot trail
forefront ♦
forestland (as a descriptive term, *but* forest land for land designated as a national forest)
–form
free-form ♦
landform ♦
lifeform
free-form ♦
freeze-up (n.)
freshwater (n., u.m.) ♦
frontcountry
–front
bayfront
forefront ♦
lakefront ♦
oceanfront ♦
riverfront ♦
seafront ♦
shorefront ♦
fund
fund-raiser ♦
fund-raising ♦
full-time (u.m., adv.) ♦

gas line
gatehouse ♦
glass
glassmaking
glassworks
glazeware
goldfield ♦
grainfield ♦
grassroots (n., u.m.)
grassland ♦
–grass
beach grass ♦
shortgrass (n., u.m.)
tallgrass (n., u.m.) ♦
turf grass
ground
ground cover ♦
groundwater ♦
groundwork ♦
–ground
aboveground ♦
battleground ♦
belowground ♦
underground ♦
guard
guardhouse ♦
guardrail
guardwall

–guard
cattleguard
lifeguard ♦
guesthouse
guide
guiderail
guidewall

hang gliding ♦
hang glider
hard hat (n.) *but* hard-hat (u.m.)
hard rock (music – n.)
hardrock mining
headlamp ♦
hearing-impaired
henhouse ♦
high-quality (u.m.)
hog
hog heaven ♦
hogpen ♦
hogwash ♦
homesite ♦
hookup (n.) *but* hook up (v.) ♦
–house
bathhouse
blockhouse ♦
boathouse ♦
chickenhouse
courthouse ♦
doghouse ♦
farmhouse ♦
fieldhouse
firehouse ♦
gatehouse ♦
guardhouse ♦
guesthouse
henhouse ♦
icehouse ♦
powerhouse
pumphouse
ranch house ♦
rest house ♦
rooming house ♦
slaughterhouse ♦
springhouse ♦
storehouse ♦
sweathouse
warehouse ♦
washhouse ♦
human
human-made
human services (u.m.)
hunter-gatherer ♦

ice
icefishing ♦
icehouse ♦
ice-skate, ice-skating (u.m.) ♦

–impaired
hearing-impaired (n., u.m., pred. adj.) ♦
sight-impaired (n., u.m., pred. adj.)
visually impaired (n., u.m., pred. adj.)
–in*
check-in (n., u.m.)
pull-in (n., u.m.)
put-in (n., u.m.)
turn-in (n., u.m.) ♦
industrywide
in-line skating
inner
inner tubing
inner tubers
in-stream flow
ironmaking ♦
ironworks, *but* Saugus Iron Works National Historic Site

jet ski

lake
lakefront ♦
lakeshore ♦
lakeside ♦
land
land classification (u.m.)
landform ♦
landholder
land-managing (u.m.)
landowner ♦
landownership ♦
land protection (u.m.)
land use (u.m.)
–land
cropland
farmland ♦
forestland (see note for parkland)
grassland ♦
parkland ♦ (as a descriptive term, *but* park land for land designated as a park)
pastureland ♦
ranchland ♦
rangeland ♦
shrubland
swampland ♦
wildland ♦
law enforcement
lava flow
lay
layoff ♦
layout ♦
layover ♦
layup (n.), *but* lay up (v.)
leachfield
lean-to ♦
leaseback (n.) ♦
letup (n.), *but* let up (v.)
life
life cycle ♦
lifeform
lifeguard ♦
life-sized ♦
life span ♦
lifestyle ♦
lifeway ♦
–life
folklife ♦
plant life
wildlife ♦
light
light-rail ♦
light use
–line
centerline ♦
crestline
electrical line
fenceline
gas line
pipeline ♦
powerline
rail line
ridgeline ♦
sewerline
shoreline ♦
sight line ♦
telephone line
timberline ♦
transmission line
tree line ♦
waterline ♦

makeup (n.), *but* make up (v.) ♦
–making
brickmaking
glassmaking
ironmaking
papermaking
steelmaking ♦
management
management zoning (u.m.)
management plan (u.m.)
man-made ♦
marsh-building (u.m.)
mass transit
master
master planning
meatpacking ♦
mid
mid-August
midblock
midlife ♦
midocean
midstream ♦
midsummer ♦
midyear ♦
mid-19th century
mini
minibus ♦
minivan ♦
mountainside ♦
mudflow ♦
mudhole ♦
multi
multiaccess
multiagency ♦
multiday
multidimensional ♦
multipurpose ♦
multistory ♦
multiuse ♦
multiyear ♦
multiple use (u.m.)

near
nearshore ♦
nearside ♦
no-action (u.m.)
non
nonfederal
nonmotorized
nonnative ♦
nonoxidizing ♦
nonprofit
nontechnical ♦
nonunion
nonworker ♦

ocean
ocean-facing (u.m.)
oceanfront ♦
oceangoing ♦
oceanside

off
off-ramp (n.) ♦
off-road ♦
off-season ♦
offshore ♦
off-site ♦
off-street ♦
off-trail
–off*
breakoff
dropoff
layoff ♦
pulloff
runoff ♦
shutoff ♦
takeoff ♦
turnoff ♦
oilfield
on
ongoing ♦
on-line (u.m. or n.) ♦
on-ramp ♦
onshore ♦
on-site
onstreet
open
open-ended ♦
open space
outperform
–out*
breakout ♦
checkout ♦
layout ♦
printout ♦
pullout ♦
pumpout
putout ♦
shutout ♦
takeout (n., u.m.) ♦
turnout ♦
workout ♦
over
overcollection ♦
overfishing ♦
overpopulate ♦
overuse ♦
overwintering ♦
–over*
layover ♦
pullover ♦
takeover ♦

park
parkland ♦ (as a descriptive term, *but* park land for land belonging to a park)
park related (p. a.)
park-related (u.m.)

parkwide
part-time (u.m., adv.) ♦
passageway ♦
pastureland ♦
photocopy ♦ (n., v.)
–pen
hogpen ♦
pigpen ♦
pickup* ♦
pipeline ♦
plant life ♦
policy
policymaker
policyholder ♦
post
postconstruction (u.m.)
postcontact
postvisit
pothunter ♦
power
powerboat
powerboating
powerhouse ♦
powerline
power plant ♦
–power
waterpower ♦
steampower
pre
precontact ♦
preconstruction
predate ♦
predesign ♦
previsit
printout ♦
–proof
bear-proof (u.m.)
vandal-proof (u.m.)
public
public contact
public use
pull*
pull-in (n., u.m.)
pulloff
pullout ♦
pullover
pump
pumphouse
pumpout
put*
put-in (n.)
putout (n.)

rail
railbed ♦
railcar ♦
railhead ♦
rail line
railroad ♦
railworker
railyard
ranch
ranch hand
ranch house ♦
ranchland ♦
rangeland ♦
rapid transit (u.m.)
re
reboard
re-create (to create again)
reengineer ♦
reexamine ♦
reestablish ♦
reevalute ♦
regionwide
re-present (to present again)
recordkeeping
recreation vehicle
resource management (u.m.)
rest
rest house ♦
restroom
ridge
ridgeline ♦
ridgetop
right-of-way ♦
rights-of-way ♦
river
riverbank ♦
riverfront ♦
river-runner
river-running
riverside ♦
riverway ♦
roadside ♦
–road
offroad
rock
rock-climbing (n., u.m.)
rock shelter
rockslide
rooming house ♦
–room
breakroom
restroom
rule
rule making (n.)
rule-making (u.m.)
run*
runaround ♦
runaway ♦
run-down (u.m., p.a.) ♦
rundown (n.) ♦
runoff ♦
rush hour

saltwater (n., u.m.) ♦
schoolchildren ♦
sea
seafront ♦
seashore ♦
seaside ♦
seawater (n., u.m.) ♦
semi
semiannual
semiprimitive
senior citizen (u.m.)
set*
set-aside (n.) ♦
setback (n.) ♦
set-in (n.) ♦
setoff (n.) ♦
setup (n.) ♦
sewerline
sewage treatment (u.m.)
shore
shorefront ♦
shoreline ♦
–shore
bayshore
lakeshore ♦
nearshore ♦
offshore ♦
onshore ♦
seashore ♦
shortcut*
shrubland
shut
shutdown (n.) ♦
shutoff (n.)
shuttle bus (n., u.m.)
–side
bayside
beachside ♦
eastside (u.m.)
lakeside ♦
mountainside ♦
northside (u.m.)
oceanside
riverside ♦
roadside ♦
seaside ♦
shoreside ♦
southside (u.m.)
streamside ♦
topside ♦
trailside ♦
waterside ♦
westside (u.m.)
sight
sight-impaired (p.a., n., u.m.)
sight line ♦
sightsee
sightseeing
sightseer ♦
signboard ♦
–site
homesite
offsite
onsite
sourcebook
–span
lifespan
timespan
special use (u.m.)
sport-
sporthunting
sportfishing ♦
sportsfield
sprayfield
spring
springhouse ♦
springwater ♦
start-up (n.) ♦
storehouse ♦
steam
steampower
steam-powered
steelworker ♦
stock-watering (u.m.)
stone
stone wall (n.) ♦
stonewall (v.) ♦
storm
storm drain ♦
stormwater (n., u.m.)
storm window ♦
story
storybook ♦
storytelling ♦
stream
streambank
streambed ♦
streamflow ♦
streamside ♦
–street
offstreet
onstreet
study area

sub
subagreement
subcategory ♦
subtheme ♦
subzone ♦
surf-fish ♦
surface water
swampland ♦

take*
takeoff ♦
takeout (n., u.m.) ♦
takeover ♦
task force
teamwork ♦
telephone line
through
through-hiker
through-road
through-route
through-traffic
through-traveler
–through
breakthrough ♦
drive-through
thunder
thunderstorm ♦
thundershower ♦
thunderhead ♦
tidal marsh (u.m.)
timberline ♦
time
timeframe
timespan
–time
full-time (u.m., adv.) ♦
full time (n.) ♦
part-time (u.m., adv.) ♦
–to
lean-to
topside
trail
trailhead ♦
trailside ♦
–trail
foot trail
transit-dependent (n., u.m., p. adj.)
transmission line
treeline
turn*
turnabout ♦
turnaround ♦
turnoff ♦
turnout ♦
turnover ♦

U.S.-made
under
underuse
underused (adj.) ♦
under way (adv.), *but* underway adj.)
–up*
backup
breakup
checkup ♦
cleanup ♦
drive-up
freeze-up ♦
hookup (n.), *but* hook up (v.) ♦
letup
makeup (n.) ♦
pickup (n.) ♦
setup (n.) ♦
start-up ♦
workup (n.) ♦
use
day use
heavy use
high use
land use
light use
low use
multiple use
overuse ♦
peak use
public use
special use
underuse
visitor use

vandal-proof

visitor
visitor contact
visitor services
visitor use

walkway ♦
warehouse ♦
washhouse ♦
waste
waste disposal
wastewater (n., u.m.) ♦
water
water body
watercourse ♦
waterflow
water hole
waterline ♦
water oriented (p.a.)
water-oriented (u.m.)
waterpower ♦
water quality
waterside ♦
waterski (n., v.)
waterskier ♦
waterskiing ♦
–water
backwater (n, u.m.) ♦
freshwater (n, u.m.) ♦
groundwater (n., u.m.) ♦
rainwater ♦
saltwater (n., u.m.) ♦
seawater (n, u.m.) ♦
springwater ♦
stormwater (n., u.m.) ♦
surface water (n, u.m.)
wastewater (n, u.m.) ♦
well water
whitewater (n., u.m.)
wayfinding
–way
byway ♦
drainageway ♦
passageway ♦
riverway
walkway ♦
Web site or **website** ♦
well
well-organized (u.m.)
well water
white-tailed deer ♦
whitewater (n., u.m.)
wild
wildfire ♦
wildland ♦
wildlife ♦
windbreak ♦
windsurfing ♦
–wide
communitywide
countywide
districtwide
officewide
industrywide
nationwide
officewide
parkwide
regionwide
servicewide
trailwide
worldwide
wood
woodburning
woodshed ♦
worldwide
work
workday ♦
workforce ♦
workflow
workgroup
workhours
workload
workout (n.) ♦
work order
workplace ♦
workspace
workstation ♦
workup (n.) ♦
workweek ♦
–work
fieldwork ♦
groundwork ♦
teamwork

year-round ♦

CONTENTS

TEXT ENTRIES

The example table of contents (simply titled "Contents") is for a document ready to be printed for public distribution; tables of contents for all internal (team, DSC, region, WASO) review copies are generated through the standard word-processing feature, which means that headings will appear as they do in the content format of the word processing program chosen; however, the format should be simple and easy to follow. For public review copies, the contents may be altered to match document font and style. Page numbers follow the heading entries (about four spaces between entry and page number) and should not be flush right with dot leader lines. (This means manually putting the spaces in if you are using some versions of Word, but you only have to do that for printing the public distribution draft and final copies.) The table of contents should be within the roman numeral pages and at the end of the front matter, including the abstract and summary, and precede the main part of the document (which starts with the arabic numerals).

In determining the level of headings to be included in the contents, consider the importance of the lower level material to the document's subject and whether sections are cross-referenced in the text. Some topics may need level 3 headings (see "Headings") to be listed, and other topics may not; that is permissible as a house style. (Normally, the table of contents lists the titles of all sections of the book.)

The levels of marking correspond with the heading levels (see "Headings"). Headings on divider pages are centered and in boldface in the table of contents; chapter headings are flush left and in a normal typeface. There are several variations on how Word can run a table of contents that is marked by style headings; we suggest that you use a style that is simple — not the modern or fancy varieties. For the contents in documents going to the public, a suggestion would be to put all but the divider page headings in caps and lowercase and center and bold the divider page headings.

MAPS (OR ILLUSTRATIONS), FIGURES, AND TABLES

If short enough, the lists of maps, figures, and tables (or illustrations, figures, and tables) may be placed on the same page, immediately following the contents. There should be three hard returns (two blank lines) between the end of each list and the next heading. Appendix tables are not listed in the table of contents (e.g., tables A-1 and A-2 in appendix A should not be listed in the contents).

Table and figure titles may be shortened in the contents list.

Note: The following is an example. Much will depend on the way your software generates the contents. Keep it simple is the best rule to follow.

CONTENTS

(Divider page) **Purpose of and Need for the Plan**

(Chapter title) Introduction 3
- Legislative Mandate 3
- Purpose of the Plan 4
- Need for the Plan 4
- Public Review of the *Revised Draft Environmental Impact Statement* 6

Factors Affecting Wilderness Designation and Management 7
- Legislative Intents 7
- Policies Affecting Wilderness and Snowmobile Use 8
- Special Regulations for Snowmobile Use 9
- Land Status 9
  - Surface Rights 10
    - Other Government Land 10
    - Indian Lands 10
    - Use-and-Occupancy Rights 10
  - Subsurface Rights 13
    - Legislative/Regulatory Direction 13
    - Policy Direction 13
    - Acquisition of Mineral Rights 13
- Structures, Facilities, and Roads 14
- Motorized Uses 15
- Use of International Waters 16
- Natural Resources 16
- Cultural Resources 17
- Other Agency Wilderness Considerations 18

Alternatives, Including the Preferred Alternative

Introduction 27
- The Wilderness Values of Voyageurs National Park 27
- Wilderness Suitability 28
- Provisions Common to All Alternatives 30

Alternatives 35
- Alternative 1: No Recommended Wilderness (No Action) 35
- Alternative 2: Parkwide Wilderness (Preferred Alternative) 35
  - Recommended Wilderness 35
  - Areas Not Recommended for Wilderness 41
- Alternative 3: Southeast Area Wilderness 41

MAPS

Alternative 1 70
Alternative 2, Chisos Basin 75
Alternative 2, Rio Grande Village 79

FIGURES

1: Population Indexes, 1975–88 85
2: Personal Income Indexes, 1975–88 86
3: Per Capita Income, 1975–88 88
4: Annual Recreational Visits, 1980–90 91
5: Comparison of Winter Recreational Activities 94
6: Reduction in Sound Level As Distance from Point Source Increases 98
7: Projected Recreational Visits 98
8: Cross-Country Skiing Projections 99
9: Snowmobile Use Projections 99

TABLES

1: Recommended and Potential Wilderness, Voyageurs National Park 57
2: Existing and Proposed NPS Development and Uses 58
3: Comparison of Significant Environmental Consequences 59
4: State-Listed Plant Species 69
5: Population and Population Indexes, 1975–90 84
6: Total Personal Income, 1975–88 (1989 dollars) 86
7: Sources of Personal Income – 1988 87
8: Per Capita Income, 1975•88 (1989 dollars) 88
9: Koochiching Employment for Selected Years 89
10: Snowmobile Registration, 1989–90 90
11: Recreational Visits, 1980–90 92
12: Winter Recreational Visits, 1980–91 93
13: Typical A-Weighted Sound Levels 97

COVERS

OUTSIDE FRONT COVER

For all documents the outside front cover includes the document name, park name, specific area name (if any), and park type and state (see the following example) as described in DO-52A (and on www.graphics.nps.gov). The font type matches the type used in the text. The cover design may include a photograph or drawing (vertical or horizontal), a logo, or no artwork. The park name may be printed in color to match the artwork; all other type is in black. If the site is a world heritage site, this logo is incorporated into the front cover design. If the document is a draft or final general management plan / environmental impact statement, the word draft or final goes on the cover. The graphic designers will layout the cover in the proper format, type size, etc.

INSIDE FRONT COVER

For draft and final general management plan / environmental impact statements, the inside front cover may be blank or may include only the recycled paper logo. For approved (post-record of decision) plans, the inside front cover contains the required approval block and the recycled paper logo. See "Approval Blocks" for examples of required information. The recycle paper logo should be close to the bottom of the page or on the inside back cover with the document number.

For special resource studies only, there is a stock statement that goes on the inside front cover:

> This report has been prepared to provide Congress and the public with information about the resources in the study area and how they relate to criteria for parklands applied by the professional staff of the National Park Service. Publication and transmittal of this report, including any discussion of a preferred course of action, should not be considered an endorsement or a commitment by the National Park Service to seek or support either specific legislative authorization for the project or appropriations for its implementation. Authorization and funding for any new commitments by the National Park Service will have to be considered in light of competing priorities for existing units of the national park system and other programs.

National Park Service
U.S. Department of the Interior

Santa Monica Mountains National Recreation Area
California

THIS COVER EXAMPLE DOES NOT YET FOLLOW THE FORMAT REQUIRED BY THE NPS GRAPHIC IDENTITY PROGRAM GUIDELINES; CONSULT WITH A VISUAL INFORMATION SPECIALIST. THIS PAGE WILL BE UPDATED IN THE FUTURE OR INCORPORATED IN A FUTURE GRAPHICS GUIDELINE

Optional photo here

Final General Management Plan
Environmental Impact Statement

Volume 1 of 2

INSIDE BACK COVER

The inside back cover displays the USDI and NPS logos, the departmental stock statement, and the document identification number, which is obtained from the DSC Technical Information Center when the document is ready for printing for public review (after all internal reviews have been completed). In some instances, plans prepared with other agencies will require that agency's logo and possibly an additional stock statement.

Generally the date next to the NPS number is the date the document is due back from the printer. This date should correspond with the date on the abstract page.

THIS COVER EXAMPLE DOES NOT YET FOLLOW THE FORMAT REQUIRED BY THE NPS GRAPHIC IDENTITY PROGRAM GUIDELINES; CONSULT WITH A VISUAL INFORMATION SPECIALIST. THIS PAGE WILL BE UPDATED IN THE FUTURE OR INCORPORATED IN A FUTURE GRAPHICS GUIDELINE

As the nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural resources. This includes fostering sound use of our land and water resources; protecting our fish, wildlife, and biological diversity; preserving the environmental and cultural values of our national parks and historical places; and providing for the enjoyment of life through outdoor recreation. The department assesses our energy and mineral resources and works to ensure that their development is in the best interests of all our people by encouraging stewardship and citizen participation in their care. The department also has a major responsibility for American Indian reservation communities and for people who live in island territories under U.S. administration.

NPS D-97 September 2003 Printed on recycled paper

OUTSIDE BACK COVER

On the outside back cover is the following identification in 10-point type.

National Park Service
U.S. Department of the Interior

THIS COVER EXAMPLE DOES NOT YET FOLLOW THE FORMAT REQUIRED BY THE NPS GRAPHIC IDENTITY PROGRAM GUIDELINES; CONSULT WITH A VISUAL INFORMATION SPECIALIST. THIS PAGE WILL BE UPDATED IN THE FUTURE OR INCORPORATED IN A FUTURE GRAPHICS GUIDELINE

ENVIRONMENTAL IMPACT STATEMENTS

The following explanations give some guidance for preparing GMP / EIS documents.

ALTERNATIVES, INCLUDING THE PREFERRED ALTERNATIVE

Use the comma after "Alternatives" in this title. Generally, in the text use the term "preferred alternative," not "proposed action." This chapter should describe the alternative actions, mitigation, alternatives considered but rejected, environmentally preferable alternative, and summary tables for comparing the alternatives and the impacts of implementing the alternatives. The summary table of alternatives is followed by the summary of impacts table at the end of the "Alternatives, Including the Preferred Alternative" chapter. In the tables you can say "same as alternative 2," but the text in the "Environmental Consequences" chapter should briefly explain what is the same as in a previous alternative to save readers wondering what alternative 2 said or making them go back to look.

AFFECTED ENVIRONMENT

What is included in the "Affected Environment" chapter primarily depends on the impact topics described in the introductory chapter of the document. Describe only those components of the environment that would be affected. If there is a negligible or less adverse impact on some component of the environment, then it need not be described in the "Affected Environment." However, this must be stated in the "Impact Topics" section of the document in the "Purpose and Need for the Plan" (first) chapter.

ENVIRONMENTAL CONSEQUENCES

The "Environmental Consequences" chapter analyzes the effects/impacts on the environment of implementing the actions proposed in each of the alternative s. **This chapter is not a restatement of the actions proposed in the alternatives.** The purpose is to objectively identify, characterize (intensity, duration, context, type), and evaluate the effects/impacts that would result from specific actions The selection of impact topics is based on the identification of issues of concern to the public, the National Park Service, and other agencies, as well as an objective analysis of how the environment would be affected —thus generally correlates in order and topics with the "Affected Environment" chapter.

The chapter usually begins with an **introduction** (telling the reader what to expect in the chapter), a description of the **cumulative impact scenario** (other past, present, and reasonably foreseeable projects that might add to the impacts of the alternatives presented in the GMP / EIS), and **a definition and discussion of impairment**.

Methodology and Assumptions

The above should be followed by a description, *for each impact topic*, of the **method used and assumptions made** to do the analyses. The methodology/methods section describes the primary source material and method(s) used for the analysis, including key assumptions and measures of impact. It also defines impact intensity levels (negligible, minor, moderate, and major), the type of impact (adverse or beneficial), and the durations (a short-term impact duration would be X and a long-

term impact duration would be Y). The definitions for these things can and often should be different for each subtopic, such as soils and water quality and archeological resources. The most common approach is to describe the methods and definitions for each impact topic in the introduction to the "Environmental Consequences" chapter as shown below (rather than subsequently under each topic and then describing the individual alternatives).

ENVIRONMENTAL CONSEQUENCES (Divider Page)
- **Introduction**
- **Cumulative Impact Scenario**
- **Impairment**
- **Methods and Assumptions**
  - Natural Resources
    - Definitions of Intensity, Type, and Duration
      - Soils
      - Water Quality
      - etc.
  - Cultural Resources
    - Definitions of Intensity, Type, and Duration
      - Archeological Resources
      - Ethnographic Resources
      - etc.
  - Visitor Experience
    - Definitions of Intensity, Type, and Duration
      - Access
      - Interpretation and Orientation
      - etc.
  - Socioeconomic Environment
    - Definitions of Intensity, Type, and Duration
      - Regional
      - Local
      - etc.

Following the above, the impacts (effects) are described. Most often the impacts are grouped by alternative rather than by subtopic areas, for example,

- Impacts of Implementing Alternative 1
  - Natural Resources
    - Impacts on Threatened or Endangered Species
    - Impacts on Water Quality
  - Cultural Resources
    - Impacts on Historic Structures
    - Impacts on Archeological Resoures
  - Socioeconomic Environment
    - Impacts on the Local Economy
    - Impacts on the Regional Economy

Another way to present the impacts is by topic — describing the impacts of each alternative for a specific topic — which allows the reader to read and compare impacts for one topic for each alternative, for example *impacts on wildlife,* in one place. This could be cumbersome for someone wanting to focus on the impacts of one alternative. However, a summary of the impacts by alternative is given in the summary of impacts table (only gives a summary and not the full impact analysis). There are instances, however, where describing the impacts by topic works well.

The analysis includes specific cumulative impacts, a conclusion, and for some topics a discussion of impairment and/or a summary of the section 106 effects (described below). Label each section except impairment.

Analysis

The **analysis** focuses on the specific impacts that the action would have. The analysis is not simply a restatement of the actions comprising the alternatives, nor a restatement of information in the "Affected Environment." The purpose is to objectively identify, characterize, and evaluate impacts resulting from specific actions, disclosing the intensity (magnitude), type, and duration of that impact. In the environmental consequences section, state that impacts have been assessed assuming implementation of mitigating measures, and identify examples of which mitigating measure(s) would reduce impact levels for specific actions. The mitigation measures that would be taken should be fully described in a section on mitigation after the description of the alternatives in the "Alternatives, Including the Preferred Alternative" chapter.

Cumulative Impacts, Conclusions, Section 106 Summaries, and Impairment

As part of the analysis, the National Environmental Policy Act regulations of the Council on Environmental Quality require an analysis of **cumulative impacts**. Cumulative impacts are "the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency or person undertakes such other actions." The cumulative impact analysis must include impacts of other NPS and outside (non-NPS) actions and plans — that's what makes them cumulative. "*Cumulative in this case does not mean an addition of all the actions in the plan related to one topic*. The projects that make up the cumulative actions are described at the beginning of the "Environmental Consequences" chapter under the "Cumulative Impact Scenario."

Cumulative impacts should be identified and characterized for each alternative, not just the preferred alternative. Do not do an overall cumulative impact write-up for "cultural resources" or "natural resources"; do a write-up for specific impact topics such as impacts on soils, impacts on water quantity, impacts on archeological resources, impacts on ethnographic resources, etc. The cumulative impacts discussion follows the analysis and is before the conclusion paragraph(s).

The **conclusion paragraph(s)** states what the impact is; it is based on the analysis, but it should be concise and limited to a paragraph or two. No new information should be introduced in the conclusion. A conclusion paragraph(s) should be written for each impact topic for each alternative, e.g., a conclusion paragraph(s) is needed for the impacts on ethnographic resources and the impacts on floodplains for each alternative (assuming that those are impact topics that apply to your document.) A conclusion for the "Impacts on Natural Resources" topic as a whole is not acceptable. A sample conclusion sentence would be: Overall, there would be a moderate long-term adverse impact. The conclusion discussion follows the discussion of the cumulative impacts and should be copied into the summary of impacts table at the end of the "Alternatives, Including the Preferred Alternative" chapter.

The **section 106 summary discussion** paragraph(s) describes the impact under the National Historic Preservation Act, section 106, where the determination of effect is determined slightly differently than under the National Environmental Policy Act. Section 106 discussions are **required only for** discussions of impacts on archeological resources, historic structures and buildings, cultural landscapes, and ethnographic resources.

Impairment — A discussion of possible impairment is required for any topic having major impacts except visitor experience (unless adverse impacts are resource based), socioeconomic resources, and

park operations. This discussion comes at the end of the conclusion paragraph(s). If there is no major adverse impact, the following language can be used:

> The park's _____ (insert topic, such as wetlands, ethnographic resources) would not be impaired by the actions proposed under this alternative.

If there is a major adverse impact that would not result in an impairment of key park resources and values, the following language can be use to say there would be no resulting impairment:

> The resources and values of _____ National Park would not be impaired because there would be no major adverse impacts on a resource or value whose conservation is (1) necessary to fulfill specific purposes identified in the establishing legislation or proclamation of _____ National Park; (2) key to the natural or cultural integrity of the park; or (3) identified as a goal in the park's general management plan or other relevant NPS planning documents. Consequently, no _____ (*insert topic such as wetlands or ethnographic resources*) would be impaired as a result of implementing this alternative.

Other Impacts

The impact discussion must also include any **unavoidable adverse major environmental effects**, a description of **the relationship between short-term uses of man's environment and the maintenance and enhancement of long-term productivity**, any **irreversible or irretrievable commitments of resources, and energy requirements and conservation potential**. These topics must be addressed for all alternatives (although energy requirements and conservation potential can be dismissed as a topic). These impacts can be described at the end of each alternative, and the topics (e.g., natural and cultural resources) can be combined. The following example assumes an analysis that is going to be presented by alternatives. (NOTE: for an analysis by topic, these three headings should be done at the end, after the discussion of all the impacts.)

The Impacts of Implementing Alternative 2
- Impacts on Natural Resources
  - Soils
    - Cumulative Effects
    - Conclusion
    - Impairment
  - Water Quality
    - Cumulative Effects
    - Conclusion
    - Impairment
  - (*add other topics)*
- Impacts on Cultural Resources
  - Archeological Resources
    - Cumulative Effects
    - Conclusion
    - Impairment
    - Section 106 Summary
  - Ethnographic Resources
    - Cumulative Effects
    - Conclusion
    - Impairment
    - Section 106 Summary
  - (*add other topics)*

Impacts on the Visitor Experience
Access
Cumulative Effects
Conclusion
Interpretation and Orientation
Cumulative Effects
Conclusion
(*add other topics)*
Impacts on the Socioeconomic Environment
Regional Economy
Cumulative Effects
Conclusion
Local Economy
Cumulative Effects
Conclusion
(*add other topics)*
Unavoidable Adverse Environmental Effects
The Relationship between Short-term Uses of Man's Environment and the Maintenance and Enhancement of Long-term Productivity
Irreversible or Irretrievable Commitments of Resources
Energy Requirements and Conservation Potential

The Impacts of Implementing Alternative 3
Impacts on Natural Resources
(*add other topics)*
Impacts on Cultural Resources
(*add other topics)*
Impacts on the Visitor Experience
(*add other topics)*
Impacts on the Socioeconomic Environment
(*add other topics)*
Unavoidable Adverse Environmental Effects
The Relationship between Short-term Uses of Man's Environment and the Maintenance and Enhancement of Long-term Productivity
Irreversible or Irretrievable Commitments of Resources
Energy Requirements and Conservation Potential

Comment and Response Letters

All substantive comments must be included in the final environmental impact statement. For especially voluminous comments, CEQ regulations (40 CFR 1503.4(b)) allow the comments to be summarized. Comment letters from governmental agencies must be reprinted in the final environmental impact statement.

Sometimes, all letters or all substantive letters are reprinted in the final EIS, with the substantive comments bracketed and with individual responses shown. One way to do this is to use landscape pages, in Quark software, with the comment scanned and printed on the left side of the page, the comments bracketed, and the responses printed on the right. Text for responses should be reduced (preferably to 9 point) to better match text size of the scanned comment letters. Use Arabic numbers, not letters, to number comments, and restart at 1 for each letter. This allows a new comment to be easily inserted or one deleted without renumbering all of the comments and responses. Letters will

probably be individually coded during the process of preparing responses (e.g., NPCA 133), but these codes can be very long and tedious for readers to track. By the time the letters are scanned, comments numbered, and responses inserted, it is quicker to renumber the responses for each letter starting at 1.

When two or more responses are identical on different letters, repeating the response is probably more reader friendly than saying, "See response 16 to the U.S. Fish and Wildlife Service." Presumably commenters are interested in their letters, and it is more helpful to provide a response that they can find immediately rather than searching through all of the letters for an answer.

Sometimes only letters from governmental agencies (required) and letters with substantive comments are printed, responses are given, and a summary is made of the other comments. This is a more time-efficient way to address comments.

Preparers and Consultants

Place the list of preparers and consultants before the index (the index being the end of the document), making it easy to find by interested readers.

Index

The index is the last section of the document so readers can easily find it. Appendixes are not indexed, nor are responses to comments. The index word list may be sent out for review, but it may not be cost-effective to generate and format the index until the document is ready for printing for public distribution.

Volumes

If the document is more than 500 pages, two volumes will likely be required. (Because of complications with perfect binding, it is generally not feasible to print a single volume with more than 500 pages.) If there are many comments and responses, one option is to print the comments and responses as a separate volume, with references in the first volume. Volume 1 would then include the main part of the document, the appendixes, the bibliography, the preparers, and the index, while volume 2 would consist only of the comments and responses.

Will/Would

Will (grammatically, the indicative mood) represents a definite action and implies that a decision has already been made; *would* (the subjunctive mood) represents an action as contingent or possible. In environmental impact statements use the subjunctive mood (would, could, might) when describing any proposed action or impact (including the no-action alternative and impacts) because the action is contingent on a final decision being made (and documented in the record of decision). Use the indicative mood (will, can, may) when describing facts. Do not change *would* to *will* in a final EIS because the plan is not final until a record of decision has been signed. This is based on advice from solicitors in the Department of Justice.

Effect/Impact

According to CEQ guidelines, *effect* is synonymous with *impact* for EIS work. Although the word "impact" has a negative connotation in everyday use, the use of "a beneficial impact" in EIS work is not incorrect.

FONT STYLES AND SIZES

Standard documents are produced in either a serif style (e.g., NPS RawlinsonT) or sans serif (e.g., Frutiger).

The following font sizes are recommended:

- Main body of the text — 10.5 -point type
- Back matter (from the appendixes on) — Using a smaller font (e.g., 10 point) is an option that DSC editors often use (including the U.S. Department of the Interior stock statement and the document number)
- Footnotes (if absolutely necessary) — 9 point (but try to avoid using them)
- Headers — 9 point
- Tables — one or two points smaller than main text or smaller if necessary (depending on the information presented); titles are bold and in large and small caps (see "Tables" section)
- Figures and photo captions — one or two points smaller than main text (see "Captions" section)

If the text is set in a serif font, a sans serif font may be used for tables, figures, or other display type.

FOOTNOTES

Footnotes are used when something might be questioned or to give credit for someone else's research. The first choice is to avoid the use of footnotes by turning the information into a text reference. If a footnote is absolutely necessary, in the text reference the number is superscripted. In the note the number and period are flush left, on the same line as the note, with text returning to the left margin.[1] The font size for footnotes is 9-point text. (Footnotes are most often used in history reports.)

Individual national archive file items are listed only in the note, not in the bibliography:

Footnote

2. Department of the Interior Press Release, May 14, 1937, RG 79, NA.

Bibliography reference

Washington, D.C. National Archives. Record Group 79. Records of the National Park Service.

Also see the "Bibliographic References and Notes" discussion.

Footnotes in a document can go in column format or across the columns at the bottom of the page.

1. Footnotes are set in 9-point text. When long enough the text wraps back to the left margin. The number in the footnote is set flush on the line of text (not superscripted).

HEADERS

Headers (also known as running heads) should be used for all general management plans / environmental impact statements and for documents long enough where they would be useful to the reader (probably 75 pages or longer); they are not necessary for newsletters.

Headers must be used consistently throughout the text; however, they should not appear on divider pages or the first page of the summary, table of contents, chapters, appendixes, etc. Headers and footers should be in 9 point throughout the document. In Word, place the header at 0.75 ; the first line of the document text is at line 1.1. See following example text pages. Headers should not be used on a page with a broadside table or illustration.

If divider pages are used in a document, use the divider title in the header on the left-hand page and the chapter title as the right-hand page header. If there are no divider pages, use the chapter title as the left-hand page header and the level 2 heading as the right-hand page header. If there are two or more level 2 headings on an even-odd spread, use the last heading for the right-page header.

HEADER EXAMPLES	LEFT-HAND PAGE* (caps and lowercase, small caps)	RIGHT-HAND PAGE (caps and lowercase, italics)
Front Matter:	SUMMARY*	*Summary*
	CONTENTS*	*Contents*
Text:	DIVIDER TITLE*	*Chapter Title*
or	CHAPTER TITLE*	*Level 2 Heading*
for example	AFFECTED ENVIRONMENT*	*Natural Resources*
Back Matter:	APPENDIXES*	*Appendix A: Legislation*
	REFERENCES or*	*References* or
	SELECTED BIBLIOGRAPHY*	*Selected Bibliography*
	INDEX*	*Index*

For documents with no divider page for the appendix, use "APPENDIX" for the left-page header. If there is a divider page for "Appendixes, References, and Preparers," the even-page header for the appendixes should just be Appendixes. In the References and Preparers and Consultants sections, the even-page header should reflect those individual headings.

* These can also be all lowercase small caps; be consistent throughout the document.

HEADINGS

Headings reflect the organization of the document, and they correspond directly with the outline for the document.

The standard heading format used in GMP/EISs at the Denver Service Center provides five levels of headings — generally enough to separate and distinguish the material in a section. Heading styles should be consistent throughout the text so that the reader is not misled about the organization of the document. The following headings are illustrated on the following sample text pages:

LEVEL 1: CENTERED, FULL CAPS, BOLD

Text or level 2 heading starts after 3 hard returns (2 blank lines).

LEVEL 2: FLUSH LEFT, FULL CAPS, BOLD*

Text starts here. (At end of section three hard returns [two blank lines] before a level 2 or level 3 heading.)

Level 3: Flush Left, Caps and Lowercase, Bold

Text starts here. (At the end of the section use three hard returns [two blank lines] before a level 2 or 3 heading or two hard returns [one blank line] before a level 4 heading.)

Level 4: Flush Left, Caps and Lowercase, Bold, Period. Text is run-on. (At the end of the section use two hard returns [one blank line] before another level 4 heading or a level 5 heading, or three hard returns [two blank lines] before a level 2 or 3 heading.) On level 4 headings, the period is also bold.

Level 5 (if needed): Italics, lowercase, with em dash — Text is run-on. If it is helpful, the text may be block indented. (Same spacing as for level 4 heading.)

---

* When a level 2 heading is immediately followed by a level 3 heading, or a level 3 heading is immediately followed by a level 4 heading, the headings should be separated by one blank line (two hard returns instead of three).

Using larger type sizes for level 1 and 2 headings is optional, as long as consistency is maintained throughout the document. Using heading styles in word processing software programs is one way to ensure that headings are consistent; the styles can also be edited to change the appearance of headings.

Avoid using more than five levels of headings; if it is essential, discuss the format of the level 6 heading with the editing staff.

Headings for levels 2 and 3 that are more than one line should be flush left, and "soft" returns (line breaks or Shift + Enter) should be used to make the lines relatively even (ragged right instead of justified). For example, in two columns

change	to
CHEROKEE RELATIONS WITH THE U.S. GOVERNMENT	**CHEROKEE RELATIONS WITH THE U.S. GOVERNMENT**

Special presentation documents and post-record of decision documents should be done with the Identity Project (DO-52A) standards in mind. Please consult with the graphics and editing staff.

LISTS

Generally prepare lists indented left, and use a lowercase style (no caps, no lead or end punctuation); use caps, colon, and periods only when the list contains sentences. When a list contains sentence fragments, only a few of which are followed by explanatory sentences, put the sentences in parentheses behind the lowercased sentence fragments, or use an em dash. Lists can also be bulleted or numbered, in moderation. The following are examples of list styles. Use a colon for introducing lists only if it says "as follows:" or "the following:"

Declarative sentences — caps, periods, colon (or period) for introductory sentence:

> When Congress enacted title V of Public Law 96-550, the mandates it placed on planning and management were based on the following premises:
>
> > Public knowledge of and interest in the Chacoan system has increased greatly in recent years.
> >
> > The San Juan Basin is currently undergoing changes related to a variety of energy exploration and development activities.

Imperative sentences — same (these include management objectives):

> Priorities for phasing construction activities will be as follows:
>
> > Rehabilitate the Metcalf Bottoms bridge.
> >
> > Construct a new picnic area and trailhead in Wears Valley.

Phrases following a complete sentence (example 1) — lowercase, no periods, colon after the introductory sentence or no punctuation:

> Although somewhat subjective, these scores were assigned based on several factors:
>
> > the uniqueness or singularity of a site
> >
> > the volume of archeological deposits at a site

Phrases following a complete sentence (example 2, with an intervening sentence) — same as 1:

> Chacoan outliers are distinguished by one or more of the following characteristics (any outlier that has these characteristics can be considered for designation as an archeological protection site):
>
> > presence of one or more Chacoan structures
> >
> > presence of archeological features indicating the existence of a Chacoan community

Run-on clauses or phrases — lowercase, no periods, open introductory clause or phrase:

Before approval of surface-disturbing actions, the administering agency will

ensure that any proposed decision is consistent with the policies set forth above

advise the management group of the proposed actions and allow 10 working days for written comment

The Park Service will preserve and protect natural and cultural resources by

monitoring and mitigating external threats to resource integrity

monitoring the effects of visitor activities and backcountry use

Items following a complete sentence — lowercase, no periods, colon following the introductory sentence:

The following partial list of topics suggests the range of interpretive themes to be presented:

regional cultural system
prehistoric roads and water systems
Chacoan outliers

Run-on items (example 1) — lowercase, no periods, no punctuation following the introduction:

High-priority theme topics for this specialized library are

Chacoan outliers/prehistoric roads
development complex/evolution of the Chacoan culture
Fajada Butte/solstice marker

Run-on items (example 2, with additional material) — same as 1:

The minimum requirements of the New York facility are

a sheltered ticket-dispensing area — at least four boat ticket windows, with a secure dispensing areas and an office/cash room

a sheltered ticket holders' line for the boats — room to line up two partially full boat loads (about 700 people) during inclement weather; in good weather, when the boats would be full, shelter would not be needed for all visitors

Bulleted items

The development of a preferred alternative involves evaluating the alternatives with the use of an objective analysis process called "choosing by advantages" or CBA. Using this process, the planning team identified and compared the relative advantages of each alternative according to a set of factors. The benefits or advantages of each alternative are compared for each of the following CBA factors:

- protecting natural resources
- protecting cultural resources
- providing orientation and education for visitors
- improving national recreation area operational efficiency

Numbered lists

The decision points listed below are not listed in any order of priority or importance.

1. What outdoor recreation and visitor enjoyment opportunities should be provided at Chickasaw, given that people, water resources, and other natural and cultural resources must be protected?
2. How can the National Park Service balance the needs of competing and/or complementary uses?
3. What facilities and lands are needed to meet the NPS and recreation area mission (recreation, resource protection, education/interpretation, safety, maintenance, administration, etc.)?
4. What are the appropriate cultural and natural landscapes throughout the national recreation area and how should they be managed?
5. What partnerships and other cooperative actions are needed with national recreation area neighbors, agencies, and others to resolve issues facing Chickasaw over the next 20 years?
6. What should the National Park Service do to better convey that the recreation area is a unit in the national park system?

When two lists relate and are close together in the document, it is preferable to put them in the same form.

MARGINS

For standard documents, left and right margins are 1.1, the top and bottom margins are 1.1 and 0.6 . These margin settings will allow sufficient room for binding and microfilming text. On pages with large tables (such as a summary of alternatives) it may be necessary to use smaller margins to get the text to fit; however, do not allow less than 0.75 on the binding edge.

If headers are used, the top margin should be 0.75.

The gutter for documents in two columns should be 0.3; Word's default is 0.5.

NUMBER STYLE

DSC editors follow a newspaper style for numbers — numbers from one through nine are written out, numbers above nine are expressed as numbers. However, the house style is to use numbers in text with symbols and for physical quantities and measures.

TABLE 3: NUMBERS

Measure (use numerals in all cases)	**Count** (use under-10 rule)
abbreviations (3 mi, 30 min, 4 hr, 6 sec)[2]	age (five-year-old child, 56-year-old man)
area (9 acres)	buildings, rooms
decimals (0.75, 3.2)	fractions under one (one-third; except with a measurement, e.g., 0.75 acre; a fraction less than one takes a singular verb)
degrees (10° F[1])	ordinals (fourth day, 20th century, 19th Street; except with a measurement)
distance (47 miles)	people
fractions over one (other than distances) (1-1/2, 2-3/4 or 1½ or 2¾)	sites
latitude/longitude (lat. 40 20'N/long. 24 15 30 W, 49th parallel)	time[2]
length (35 feet, 6 inches)	seconds (four seconds, 35 seconds)
money ($3, $6.75, $9.5 million, 75¢, £45)	minutes
page numbers in text references (page 4)	hours
percentages (12%[1])	days
symbols (3 , 9' × 18' , 12%, 10° C, $2.15)	weeks
time of day (5 a.m., 11:15 p.m. or 6 p.m., *but* midnight, noon)	months
volume (40 cubic centimeters)	years
weight (18 pounds)	decades
	centuries

1. Use symbols, even in running text — house style.
2. Whenever time is expressed with an abbreviation, use a numeral.

OTHER RULES

Treat like items **consistently** within a paragraph (that is, if you use a number for one category, use a number for all items in that category). *For example,* there are 12 species of birds and 3 species of reptiles in the park, according to a survey conducted two years ago.

Use symbols and numerals for money because they are easier for the reader to recognize.

Spell out numbers that begin sentences (or rephrase to avoid beginning with a number).

For round numbers over a million, use figures and units (3.2 million, $5 million *not* 3,200,000 dollars or five million dollars).

When two numerals appear together (usually in compound modifiers), spell out one or recast the sentence (30 eight-cent stamps, twelve 6-inch guns).

For two or more quantities, the abbreviation or symbol is repeated if it is closed up to the number but not if it is separated, e.g., 30%–50%, 10°C–15°C, 6¼" x 9" but 2x5cm (*CSM* 9.18)

OTHER EXAMPLES

AD and BC — For dates with AD and BC, the AD comes before the date while the BC comes after, for example: Britain was invaded successfully in 55 BC and AD 1066. Also, use "between AD 1150 and 1600," not "between AD 1150 and AD 1600 (see *CMS* 9.38).

Bridges and roads — Use long or high when describing bridges and other structures to avoid confusion, e.g., 130-foot-long (or 130′-long) bridge that is 45 feet high or 45′ high.

Decades — Use "the first decade of the 19th century" or "the years 1800–1809." House style is to use "the 1810s" for the decade 1810–19. Do not use an apostrophe for decades: 1860s, *not* 1860's.
a 19th century landscape

Dimensions — 8′ × 11′ (use ×, not an "x")' use the symbol after each number, *not* 16 × 16′
8½- by 11-foot board (do not use the × when spelling out the quantity/dimension)
8″ × 11″

English vs. decimal style — Use decimal style as much as possible – e.g., 0.3 acre, not 3/10ths of an acre.

Fiscal years — fiscal year 1997 (FY 1997); FY 97/98, *but* FY 2000 (Spell out "fiscal year" the first time you use it.)

Fractions — 2½-story house and a 1-story garage (use numbers when fractions and whole numbers are used together)
a one-story house and a one-story garage (spell out when no fractions and no numbers over 10 are involved)

No. and nos. — Delete the abbreviations no. and nos. from text references and caption titles (building ~~no.~~ 3, illustration ~~no.~~ 12).

Ranges of numbers
two- to five-car parking
2- to 4-foot board
a 5-foot by 8-foot rug
two to four cars; 15–17 vehicles; 2–4 feet (use en dashes to indicate range).
pages 35–7; pages 230–45 (use en dashes). However, if you use a preposition before such constructions, do not use an en dash: from 35 to 37, *not* from 35–37; from 1978 to 1991, *not* from 1987–91; between 1854 and 1857, *not* between 1854–57. See *CMS* 8.68.

Symbols — 2%–4% (use en dash); use symbol with each number.
10°F–50°F (no space between ° and F)

Township/range/section — T25N, R15E, S3 or: Section 3 is in T25N, R15E.

Universal Transverse Mercator (UTM) Grid System — Used for mapping historic and archeological sites, as well as GIS applications:

Format:	Zone Easting Northing
	Z(2 digits)#E(6 digits)m#N(7 digits)m
Example:	Z11 E273940m N4729031m

NOTE: Most UTMs are calculated in meters (m); occasionally, however, they are computed in feet. To avoid any confusion, use *m* after the easting and northing coordinates.

PAGE NUMBERS

All pages in a document are numbered, although the numbers do not appear on the title page, blank pages, maps, divider pages, or display pages in the printed copy. Recto (right-hand) pages always have odd numbers, and verso (left-hand) pages always have even numbers. The front matter (title page, abstract, summary, contents, list of tables and maps and figures if you have them) is numbered with lowercase roman numerals. The text is numbered with arabic numerals; the first page of text may be 1 or 3, depending on whether there is a divider page. Page numbers remain the same size throughout the document. If included, the temporary title page, although not physically numbered, should be considered page i.

Fold-out maps are always printed so they fold out to the right, and they are printed with a blank back (to reduce the cost of printing); therefore, allow two pages for each fold-out map — the front (an odd number) and a blank back (an even number). No page numbers appear on maps. Page numbers for broadside tables should appear in the same position as on the other text pages.

Page number locations for no-column (full-across) text are on the bottom outside edge on alternating pages; for text in double columns, page numbers are at bottom center.

We strongly advise against the use of odd or even page section breaks in the Word software, especially if you are bringing something to the DSC editors for editing. Always use “next page” breaks between sections.

PREPARERS AND CONSULTANTS

The document preparers or the members of the planning team are listed at the end of the document (after appendixes), just before the index. Do not use abbreviations / acronyms (e.g., SWRO, WASO, DSC) for the offices of planning team members; either spell out or list by office. For the planning team, CEQ guidelines require the education, background, and the section(s) that person was responsible for writing.

PUNCTUATION

The general house style for punctuation is an open style — punctuate only when necessary to prevent misreading.

Comma: In a series of three or more elements, separate the elements with a comma so the sentence cannot be misunderstood. (Example: The alternatives consider actions to improve visitor use, to more effectively manage natural resources, and to streamline park operations.) Although many times the sentence will be clear without the comma before the and, the lack of a comma can lead to confusion: "Random House, Peter and Sons, Amanti and Knopf are publishers." Are Amanti and Knopf one or two different publishing houses? It is simplest to get into the habit of using the comma. Do not use commas after short, introductory prepositional phrases. For basic guidelines consult *CMS*, chapter 6.

Jr.: Harrison Ford (no comma) Jr. — *CMS* no longer requires the comma before Jr. (or Sr.); but Martin Luther King, Jr., National Historic Site (legislated name).

Colon: See *CMS* 6.63–6.89. Most often in our work a colon is used to introduce statements, quotations, or lists. A colon should not be used to introduce a list that is the complement or object of an element in the introductory statement.

The study involves three food types: cereals, fruits and vegetables, and fats.

Not The study involves three food types:

cereals
fruits and vegetables
fats

Please see the discussion of "Lists" in this document.

Ellipsis Points: Three dots (with spaces between them) indicate an omission within a quoted sentence or fragment of a sentence. No more than three points are used, whether the omission occurs in the middle of a sentence or between sentences. (*CMS* 11.55). Where necessary for fidelity to the original and ease of reading, these three may be preceded or followed — depending on where the omission occurs — by a comma, a colon, a semicolon, a question mark, or an exclamation point. Do not use ellipses at the beginning or end of a quotation (*CMS* 11.54). See *CMS* 11.51–11.66.

Em Dash: Use an em dash (with spaces before and after) for sudden breaks, abrupt changes, explanatory phrases, and other parenthetical sentence elements:

Scene restoration — restoring historic roads and farms — would enhance visitor experiences.

Use em dashes (with spaces before and after) in level 5 headings.

Impacts on Street Vendors — Local street vendors . . .

See *CMS* 6.87–6.96.

En Dash: Use an en dash (without spaces before and after) to indicate continuing or inclusive numbers:

1968–72 pp. 57–65 May 1980–April 1991

but from 1968 to 1972 *(not* from 1968–72); between 1985 and 1990 *(not* between 1985–90) See the discussion of ranges of numbers in the "Number Style" section of this document.

Also use en dashes in compound adjectives where one or two elements are two words:

post–Civil War period San Francisco–Los Angeles flight

See *CMS* 6.83–6.86.

Parentheses: Use parentheses to set off amplifying, explanatory, or digressive elements. Do not italicize the parens when giving Latin names for genus and species that are italicized: (*Falco peregrinus*) (*CMS* 6.6)

Quotation Marks and Other Marks of Punctuation:

Comma or period — A period or comma is almost always placed inside the closing quotation mark, in conformance with the American style (see *CMS 6.8*).

Semicolon — A semicolon is placed outside the closing quotation mark.

Question Mark or Exclamation Point — The placement of a question mark or exclamation point depends on the meaning of what is being quoted. If the quotation itself is a question or an exclamation, then the punctuation mark goes inside the closing quotation mark. However, if the entire sentence (including the quoted material) is a question or exclamation, then the punctuation is placed after the quotation mark.

Slash: Use a slash to show a connection or relation between two things, alternative choices, or certain compounds:

human/bear encounters, *rather than* human-bear encounters, which could be construed as a compound element (a human that is also bear)
aspen/fir forest
A/E — architectural/engineering
and/or — avoid using wherever possible
either/or
FY 97/98

For phrases joined by the slash, use spaces; otherwise, no spaces are needed

- General Management Plan / Environmental Assessment
  (plan/environment would look like it could be a unit)
- information/orientation
- visitor experience / resource protection

Themes: For themes in text, use quotes, caps/lowercase; for subthemes, lowercase.

Theme: "European Colonial Exploration and Settlement"
Subtheme: Spanish exploration and settlement

The: Do not omit *the* before a noun followed by a prepositional phrase:

the management of visitor use (*or* managing visitor use); *not* management of visitor use
the protection of natural resources (*or* protecting natural resources); *not* protection of natural resources

See Follett, *Modern American Usage;* and Bernstein, *The Careful Writer*.

Trademarks and Trade Names: Use the generic equivalent (see discussion on trademarks under "Capitalization").

SHORT TITLES AND MODIFIERS

AGENCIES

Capitalize two-word short titles when they are descriptive of a single function or an organization (Park Service, Fish and Wildlife Service). Lowercase two-word short titles that could apply to a number of organizations (service center, regional office, advisory council, state historic preservation office/officer[2], steering committee, task force). Lowercase all one-word short titles (department, bureau, agency, service).

Advisory Council on Historic Preservation; the advisory council; use ACHP as modifier
the Department of the Interior; the Interior Department
U.S. Army Corps of Engineers; the Corps of Engineers (or the Corps if used often)
U.S. Navy, navy
National Register of Historic Places; the national register
National Park Service; the Park Service; use NPS as modifier
United States Army; the army or the American army, the armed forces, *but* the Fifth Army
United States Coast Guard; the Coast Guard
United States Marine Corps, U.S. Marines; the marines
United States Signal Corps; the Signal Corps
U.S. Fish and Wildlife Service; Fish and Wildlife Service; use USFWS as modifier
U.S. Forest Service; the Forest Service; use USFS as modifier
U.S. Geological Survey; the Geological Survey; use USGS as modifier (note this goes under U.S. in the bibliography, not under GS)

DOCUMENTS

Cape Cod National Seashore General Management Plan, the *General Management Plan*, the plan

Big Cypress National Preserve Final Environmental Impact Statement, the *Final Environmental Impact Statement*

NPS *Management Policies* (not *NPS Management Policies*; NPS is not part of the title)

NPS-28: Cultural Resource Management Guideline (NPS-28 is part of the title)

National Parks for the 21st Century: The Vail Agenda but *The Vail Agenda* as a short title.

In notes when citing different books by the same author, shorten the title to its essential elements. For example, William Seale has written several publications dealing with the White House. The title The White House: The History of an American Idea could be shortened to White House for subsequent references.

2. If the actual title of the office is the State Historic Preservation Office, it would be capped; however, in many states this is not the case. Capitalize state historic preservation officer if used with the officer's name (see "Capitalization" section).

SPELLING

Generally follow *Webster's Third New International Dictionary* or *Merriam Webster's Collegiate Dictionary* (10th ed.) for spelling. If two spelling variations are given, the first is preferred.

The following spellings have been adopted as house style.

aesthetic
appendixes (*not* appendices)
archeology, archeological (*not* archaeology or archaeological)
commenter (*not* commentor or commentator)
concessioner (*not* concessionaire)
exceedance (air quality)
indexes (*not* indices) as applied to section of a book
interpretive (*not* interpretative)
memorandums (*not* memoranda)
piñon or pinyon (*not* piñyon)
potsherd (*not* potshard)
preventive (*not* preventative)
volunteerism (*not* voluntarism)

SPINE LETTERING

Whenever possible, the spine of the document should have the same information as the front cover; (see sample spines). The use of bold on spines is optional. Point size is also optional down to 8-point.

Hot Springs National Park • Arkansas **D**raft General Management Plan / Environmental Impact Statement

HOT SPRINGS
National Park Arkansas
Draft General Manage ment Plan /
Environmental Impact Statement

HOT SPRINGS
National Park
Arkansas
Final
General Management Plan /
Environmental Impact Statement

TABLES

GENERAL GUIDELINES

The structure and appearance of tables are decided by the editor, depending on the information presented. Generally, the use of lines is minimized to make the tables look as clean as possible, and tables are designed to have a uniform appearance throughout a document.

The editor, visual information technician, and requester consult in determining when tabular material should be converted to a chart or graph. If you have information that you want in chart or graph form, identify it when the document is submitted. It may be desirable to use a different font for tables to further differentiate them from the text; for example, if the text is in a serif font, choose a sans-serif font for tables. The font size for tables should be at least one point smaller than the text, with the exact size depending on the amount of information in the table.

The table title should be bold, in large and small caps, and in the same size type as the body of the table, centered over the table, boldface, and in large and small caps. There can be a blank line between title and table or no line; be consistent throughout the document. For example,

TABLE 1. THREATENED OR ENDANGERED SPECIES

[Table starts here]

Use a single line around tables, if needed. For example,

change this

to this

NEVER do a table with tabs.

Observe column width for placing tables and graphics in the text. If text is being set full across the page, tables and figures should be set full; of course you can center that element with white space on either side, but avoid wrapping text. If the text is in columns, place the table within the column. If it must be set full, place it at the top or bottom of the page, not in the middle of a page. If it is necessary to wrap text around a figure/table, consult with a visual information specialist.

All graphic information should be treated consistently — with the same format and size (two bar graphs showing the same kind of information shouldn't be of different sizes). All table and figure titles should be in the same point size.

A table with two columns of information should be centered under the title:

Change:

TABLE 1. AVERAGE ANNUAL INCOMES

1990	$8,645
1991	7,456
1992	5,993

To

TABLE 1. AVERAGE ANNUAL INCOMES

1990	$8,645
1991	7,456
1992	5,993

For easier reading, the table title on a multipage table may need to be repeated at the top of subsequent pages.

If a table must be turned to run the long way of the paper (broadside; landscape), the caption must also be turned so that it runs the same direction. Running heads (headers) should not be used on a page with a broadside table or illustration. Page numbers for broadside tables should appear in the same position as on the other text pages.

The top of a broadside page should always be at the reader's left so that any caption or text reads up, not down.

TABLE NUMBERS

Number tables consecutively throughout the text. To differentiate tables in the appendix, designate them with the appendix letter and a number, for example, if cost tables are in appendix B, the specific tables would be designated "Table B-1: Estimated Costs, Preferred Alternative," and "Table B-2: Estimated Costs, Alternative 2." (These appendix tables are not listed in the table of contents.)

NOTES IN TABLES

Most notes in tables will be footnotes, but headnotes can be useful to help the reader understand the table at the outset, as in defining abbreviations. Headnotes can be placed in brackets and generally begin with [NOTE:...] or [ABBREVIATIONS:...] (see example T-1 of a table with headnotes, source line, notes, and footnotes).

Table notes generally should be one point size smaller than the body of the table. However, if the table type is as small as 8 points, it may be better to use 7.5-point type for the notes. Also consider the complexity of the note: three or four words in very small type are easier to read than two paragraphs in the same type size.

Order of Notes. *Source* notes precede other footnotes, followed by *general notes,* which pertain to the whole table, followed by *specific notes*. A table title should never be footnoted; a note that applies to the whole table is treated as a general note (see an example of a general note below). Each specific note is preceded by a number or letter that matches the key in the body of the table. If the table consists of words, numbers are easier to recognize as a footnote key; if the table is numbers, letters are easier to recognize as a key (also, ^{2} or ^{3} with a number could be read as part of the number instead of as a footnote). In the body of the table the key is superscripted, but in the note itself the number or letter, followed by a period and a tab, is placed on the same line as the text of the note. In tables, use a hanging indent for notes longer than one line. It may be necessary to reset the tabs within the table to align footnotes the way you want them.

TABLE T-1. SPECIAL STATUS PLANT SPECIES IN AND NEAR COLONIAL NATIONAL HISTORICAL PARK

[STATUS CODES: FC1 = federal category 1 candidate species[a]; FC2 = federal category 2 candidate species[b]; FC3 = former federal candidate species; FLE = federally listed endangered; FLT = federally listed threatened; VC = Virginia, candidate species; VLE = state-listed as endangered; VRE = state-recommended as endangered; VRSC = state-recommended for special concern; VRSU = state-recommended for status undetermined; VSU = Virginia status uncertain. The following plant species are known to exist in Colonial National Historical Park.]

Common name	Scientific name	Federal status	State status
Sensitive joint vetch	*Aeschynomene virginica*	FC2	VC
Lake-bank sedge	*Carex lacustris*	none	VRSC
a spurge	*Euphorbia ammanoides*	none	VRSC
Reed mannagrass	*Glyceria grandis*	none	VRSC
Loesel's twayblade	*Liparis loeselii*	none	VRSC
Southern twayblade	*Listera australis*	none	VRSC
Florida adder's-mouth	*Malaxis spicata*	none	VRSC
Ophioglossum	*Ophioglossum vulgatum, var. psuedopodum*	none	VRSC
Gaping panicum	*Panicum hians*	none	VRSC
Shadow-witch	*Ponthieva racemosa*	none	VRSC
Dwarf chinquapin oak	*Quercus prinoides*	none	VRSC
Drooping bulrush	*Scirpus lineatus*	none	VRSC
Sweetscent ladies' tresses	*Spiranthes odorata*	none	VRSC
Mountain camellia	*Stewartia ovata*	none	VRSC
Three-ribbed arrowgrass	*Triglochin striatum*	none	VRSC
Virginia least trillium	*Trillium pusillum, var. virginianum*	FC2	VRSC
Southern cattail	*Typha domingensis*	none	VRSC
Fibrous bladderwort	*Utricularia fibrosa*	none	VRSC

Source: Data from Division of Natural Heritage, Commonwealth of Virginia.
Note: These classifications are updated periodically.

a. The U.S. Fish and Wildlife Service classifies as a "candidate species" any taxonomic group or species of plant or animal being considered for listing as either threatened or endangered under the Endangered Species Act of 1973, as amended. Category 1 refers to species or taxonomic groups for which the has on file substantial information on biological vulnerability and threat(s) to support the appropriateness of proposing to list them as endangered or threatened. Data are being gathered on category 1 species concerning precise habitat needs and, for some, the precise boundaries for critical habitat designation.

b. Category 2 refers to species or taxonomic groups for which information in possession of the FWS indicates that listing them as endangered or threatened is appropriate, but for which substantial data on biological vulnerability or threat(s) are not known or on file. Further research and field study usually will be necessary to ascertain the status of category 2 species: some will be found not to warrant listing; others will be found to be in greater danger of extinction than some in category 1.

Note: Although the source and footnotes can be made as part of the table, use the software program so that the lines around them do not show, as in the above example.

Placement of Notes. In a multipage table, source notes and general notes should be placed at the bottom of the first page; specific notes may be placed at the bottom of the last page or on each page they apply to. Examples of footnotes are shown below. See example T-1 for an example of notes on complete tables.

Source: U.S. Geological Survey, U.S. Department of the Interior.
Note: The above acreages are estimates based on the best available information. They are intended to give the reader a concept of the area involved. Some acreages may overlap.
a. Crucial winter range.
b. Wildlife population status.
c. Includes known habitat and areas believed to be habitat for sage grouse and sharp-tailed grouse. Does not include isolated nesting areas.

TEXT PAGES — DRAFT AND FINAL GMP/EIS

For readers' ease, typical general management plans / environmental impact statements should be in a two-column, ragged right justification format. NPS RawlinsonT and Frutiger are the serif and sans serif fonts used by DSC staff (see "Fonts Styles and Sizes" discussion). The column width for double columns is 3 inches and the gutter is 0.3. When text is set in columns, the columns on short pages at the ends of sections should be of fairly equal length. If columns cannot be balanced, the left column is generally longer (an exception would be if a heading must be positioned at the top of the right column).

1.1"margin

NATURAL RESOURCES *level 1 heading*

2 blank lines

SETTING *level 2 heading*

1 blank line

1.1" margin

Big Bend National Park comprises 801,000 acres in southern Brewster County in southwestern Texas in the northernmost portion of the Chihuahuan Desert. The Chihuahuan is the largest of North America's four deserts. The name Big Bend is applied to the area that is bordered on three sides by the Rio Grande. The park is only a part of this area. The elevation ranges from about 1,700 feet at the point where the Rio Grande leaves the park to 7,825 feet on top of Emory Peak. Big Bend National Park is known for its scenic beauty, which ranges from stark seemingly barren wastelands to majestic forested mountains to gigantic canyons. Visitors also come to observe the flora and fauna, much of which is typical of the Chihuahuan Desert.

Although water resources dot the landscape and flash floods occur after heavy rains, the Rio Grande provides the park's most prominent source of water (http://www.nps.gov/bibe/ riogrand.htm 8/20/01).

The Rio Grande defines the park's southern boundary for 118 miles. A 196-mile portion of the Rio Grande, designated as part of the Wild and Scenic River system, is administered by the park. Only 69 miles of the Wild and Scenic River are within the park boundary. The remaining 127 miles are downstream of the park.

0.3" gutter

SOILS

1 blank line

1.1" margin

The following discussion describes the soils in the areas that would be affected by implementing actions proposed in the alternatives of this general management plan. All of the information regarding soil resources came from the *Soil Survey of Big Bend National Park, Part of Brewster County, Texas* (U.S. Soil Conservation Service 1985).

The soils in Big Bend National Park occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. These soils are delineated on soil survey maps and depicted as soil map units. For each soil map unit the soil survey provides specific information regarding a wide variety of uses and management issues.

Topsoil in the park is virtually nonexistent. Instead, subsoils, containing higher concentrations of calcium carbonate and sodium, are exposed. This is an important factor in efforts to revegetate disturbed areas, especially in the extremely arid conditions at the park.

2 blank lines

Chisos Basin *level 3 heading*

According to the soil survey, one soil map unit occurs within the developed area: LMF Liv-Mainstay-Rock Outcrop Complex, steep.

1.1 inch bottom page margin

Pg. no. is 0.6" from page bottom

Surface Water *level 3 heading*
following is a level 4 heading

Floodplain Boundaries. The 100-year floodplain boundaries of the Roanoke River and its major tributaries within the study area have been delineated for the national flood insurance program by the Federal Emergency Management Agency and the U.S. Army Corps of Engineers.

0.3" gutter

In the study area the 100-year floodplain of the Roanoke River has a maximum width of about 2,500 feet in the city of Roanoke. The floodplain is narrowest (average width 400 feet) where the river flows through the Blue Ridge (see the 100-Year Floodplain map). Peak discharge at the Niagara Dam monitoring station during a 100-year flood is estimated to be 39,000 cfs (U.S. Department of Housing and Urban Development [HUD] 19770>

The 100-year floodplains of Tinker, Wolf, Back, and Prater Creeks are also shown on the discharge at the mouth of Tinker Creek during a 100-year flood range from 16,500 cfs (USACE) to 20,500 cfs (HUD 1977). The estimated peak 100-year flood discharge of Wolf Creek is 4,250 cfs and Back Creek 12,500 cfs (USACE 1972). No discharge estimates for Prater Creek are available.

The 100-year floodplain of the unnamed tributary crossed by alignment 4 has not been delineated. Even though the floodplain is undoubtedly small because of the stream's size and the narrow, steep channel (slopes approaching 60%), it is assumed that road and bridge construction across the stream and the two side channels would be within the 100-year floodplain. the floodplain would be delineated before construction.

Table 1 summarizes the average discharge data at the USGS gauging stations.

TABLE 1. AVERAGE DISCHARGES

Location	Drainage area (sq mi)	Average discharge (acres)
Roanoke River	512	510
Tinker Creek	109.2	-
Wolf Creek	4.5	-
Back Creek	60.7	-

table is in Frutiger

Flooding History. Severe flooding on the Roanoke River results from heavy tropical rainstorms; whereas severe flooding on creeks can be caused by short, intense thunderstorms (HUD 1977). The areas most susceptible to periodic flooding are low-lying lands adjacent to the Roanoke River, Tinker Creek, and Wolf Creek.

The Roanoke River has had six major floods of record (see table 2). During the most severe flood on November 4 and 5, 1985, the discharges at Niagara, Tinker Creek, and Back Creek all exceeded the predicted 100-year flood discharges.

Sever flooding of the Roanoke River in 1985 and previous years prompted several studies of stormwater management and flood damage reduction for the city of Roanoke and vicinity. Recommendations to reduce flood damage include widening the river channel, replacing low-water roadway bridges, and developing a flood-warning system (USACE 1984). The Corps of Engineers is working with the city of Roanoke on a Roanoke River flood loss reduction project, which includes plans for channel excavation and widening, bank stabilization, and bridge replacement.

TEMPORARY TITLE PAGES

The temporary title page should be used only for internal (team, DSC, park, WASO) reviews and should include the title of the document, the area within the park (if not the entire park), the name of the park and state, the kind of review, and the date the document is being sent for review. In a GMP/EIS that is being sent to the public, the temporary title page is removed and the abstract page becomes the title page with its CEQ-required information.

Date. The date on the temporary title page/abstract is generally the month and year that a document is available to the reviewer. To clarify what stage a document is in, add a date on the temporary title page for each round of review for draft documents, e.g.,

Park/Region Review 3/16/2004
WASO Review 4/16/2004

These dates and title page itself are deleted before the document is printed for public distribution.

DRAFT GENERAL MANAGEMENT PLAN /
ENVIRONMENTAL IMPACT STATEMENT

PICTURED ROCKS NATIONAL LAKESHORE

REVIEW ONLY — NOT FOR PUBLIC DISTRUBUTION

TEAM AND PARK REVIEW
April 2004
WASO REVIEW
June 2004

WORD USE

affect/effect — Use *affect* only as a verb meaning "to produce an effect upon." For example: Construction would affect 20.6 acres of pine/juniper forest. (*Affect* as a noun is used only in psychological contexts.)

Use *effect* as a noun meaning "something that inevitably follows an antecedent (as a cause)"; it is synonymous with *impact* in our work according to CEQ guidelines. As a verb *effect* means "to cause to come into being" or to accomplish. For example: The superintendent will effect these changes by June 1.

assure/ensure/insure — see ensure

disburse/disperse — Use *disburse* as a verb meaning "to make payment; to pay out." Use *disperse* as a verb meaning "to cause to become spread widely."

elicit/illicit — Use *elicit* as a verb meaning "to call forth or draw out (as information or a response)." Do not confuse with *illicit,* which is an adjective meaning unlawful.

ensure/assure/insure —

Use *ensure* as a verb when the meaning is to make certain something will happen: The plan will ensure the preservation of resources.

Use the synonym *insure* for providing or obtaining insurance: The national flood insurance program insures against loss.

Use *assure* to inform positively: I assure you it will be done. (usually you assure some <u>one</u>)

frontcountry one word

handicapped people — change to visitors (or people) with disabilities

handicap access — change to universal access, *but* handicap parking is acceptable

handicap ramp — change to wheelchair ramp

historic/historical — *Historic* means important or memorable in history, as a historic structure, scene, area, site.

Historical means relating to history, as a historical park, architect, significance, character, novel, sign.

NOTE: In American English, the indefinite article should be *a* before a pronounced *h*: <u>a</u> historic(al) site or place, *not* <u>an</u> historic(al); see *CMS* 6.60 for other examples.

impacts on, *not* impacts to

in the national register, (*not* on the national register) Incidentally, if it is in the List of Classified Structures, it is not automatically in the national register; if it is in the national register, it is in the List of Classified Structures

linkage — use link or links instead

lessee (holds property under a lease) vs. lessor (conveys property by lease); there is no such word as leasee

occur — most species live in or inhabit a place, they don't occur. Tornados, earthquakes, and volcanos occur.

over — is above spatially, not interchangeable with “more than”, e.g., there were more than 500 elk, *not* there were over 500 elk

pinyon/juniper, not pinyon-juniper

practicable — possible to practice, feasible, capable of being used; thing or project, never person; applies to what has been proposed and seems feasible but has not been actually tested in use.

practical — capable of being put to use of account, useful; man or things; applies to things and persons and implies proven success in meeting the demands made by actual living or use.

recreation/recreational — Use *recreation* when referring to facilities, as a recreation facility, resource, area, potential, trail.

Use *recreational* when referring to the experience or to an activity that is a form of recreation — recreational program, activity, opportunity, driving, visits; also the dictionary defines recreational vehicle as “a vehicle designed for recreational use.”

resource management, *not* resources management

roadway(s) — use road(s)

self-guiding tours (not self-guided)

sight impaired, *not* visually impaired; sight-impaired visitors

signage — use sign or signs instead

seasonal — as noun to refer to seasonal park employees is acceptable

some times / any time — these are both two words after a preposition, e.g., no parking at any time, but she plays the fiddle anytime

Uintah County; most other references are Unita

Upon — usually is interchangeable with on

viewshed —“view(s),” “scenery,” or “vista,” might be more meaningful to readers

within — “in” might be all that is needed, e.g., within the park is the same as in the park

REFERENCES

Bernstein, Theodore M.
1972 *The Careful Writer: A Modern Guide to English Usage*. New York: Atheneum.

Council on Environmental Quality, Executive Office of the President
1978 "Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act." *Code of Federal Regulations,* part 40, section 1500–1508. Washington, DC.

Fowler, H. W.
1965 *A Dictionary of Modern English Usage*. 2nd ed. Rev. and ed. by Sir Ernest Gowers.

Kessler,Lauren, and Duncan McDonald
1988 *When World's Collide: A Journalist's Guide to Grammar and Style*. 2nd ed. Wadsworth Publishing Co.: Belmont, CA.

Merriam-Webster, Inc.
1971 *Webster's Third New International Dictionary of the English Language*. Unabridged. Springfield, MA: G. & C. Merriam Company.

1989 *Webster's Dictionary of English Usage*. Springfield, MA: Merriam-Webster, Inc.

1993 *Merriam-Webster's Collegiate Dictionary*. 10th ed. Springfield, MA: Merriam-Webster, Inc.

National Park Service, U.S. Department of the Interior
1998 DO-2*: Park Planning*. Washington, D.C.

1999 *Planners' Sourcebook: Framework for NPS Park Planning and Decision Making*. Denver Service Center.

2001 *DO-12: Conservation Planning, Environmental Impact Analysis, and Decision-making*. Washington, DC.

1998 *DO-28: Cultural Resource Management Guideline*. Washington, DC.

St. Martin's Press
2001 *Microsoft® Encarta® College Dictionary*. NewYork: St. Martin's Press.

Strunk, William, Jr., and E. B. White
2000 *The Elements of Style*. 4th ed. New York: Macmillan Publishing Co., Inc.

Turabian, Kate L.
1996 *A Manual for Writers of Term Papers, Theses, and Dissertation*. 6th ed. Chicago: The University of Chicago Press.

University of Chicago Press
2003 *The Chicago Manual of Style*. 15th ed. Chicago: The University of Chicago Press.

INDEX

Note: The index can have several different styles; just be consistent. The index only needs to cover from page 1 through the "Consultation and Coordination" chapter in a general management plan / environmental impact statement. The other pages that may be run in a computer-generated program should be deleted before the index is printed. If the list of words is long, it can be broken down by letter headings. Although not normally included, relevant roman numeral pages have been included in this index because it was thought that they might be helpful.

AD/BC, 2, 67
abbreviations, vi, 2, 3, 6, 26, 66, 67, 69, 76
approval block, 5, 46

bibliography/ic/ies, 1, 3, 6, 8, 9, 10, 11, 14, 17, 24, 55, 58, 59, 72
bookmaking, 17

caption(s), 32, 57, 67, 76
capitalization, 1, 19, 20, 23, 25, 26, 28 (table), 32, 71, 72
colon, v, 7, 62, 63, 70
comma, v, 7, 9, 10, 14, 50, 70, 71
compound/s/ing, 1, 25, 28 (table), 34, 35, 37, 38, 66, 71
contents, 17, 24, 43, 59, 68, 76
covers 46-49
  back cover, 48, 49
  front cover, 5, 7, 46, 74
  inside front cover, 46
  inside back cover, 46, 48
  outside back cover, 49
credit lines, 32, 33, 58

dash, 38
  em dash, 60, 62, 70
  en dash, 37, 67, 70, 71
date(s), 2, 5, 6, 7, 8, 9, 14, 48, 67, 82
divider pages, 17, 18, 24, 43, 44, 51, 59, 68
DO-52A, 17, 46, 61
document number, 46, 57

EIS/environmental impact statement, vi, 1, 2, 4, 5, 17, 24, 28, 46, 50, 54, 55, 56, 59, 79, 82, 87
EIS summary table, 50
ellipsis(ses), 70

Federal Register, 2, 5, 11
figure(s), 24, 25, 28, 32, 33, 43, 45, 57, 66, 68, 75
font(s), 17, 43, 46, 57, 58, 75, 79
footer(s), 59
footnotes, vi, 6, 8, 57, 58, 76, 77
format/formatting, 1, 26, 17, 43, 46, 47, 48, 49, 55, 58, 60, 67, 75, 79
Frutiger, 17, 57, 79, 81

headers, 32, 57, 59, 65, 76
heading(s), 18, 43, 53, 59, 60, 70, 79, 80, 81
house style, 1, 11, 25, 34, 35, 37, 43, 66, 67, 70, 73

illustration(s), 17, 18, 24, 32, 33, 43, 59, 67, 76
index(es), 17, 24, 55, 59, 69, 73,
italics/italicize, vi, 7, 8, 14, 24, 33, 59

lists, 3, 6, 7, 8, 11, 14, 15, 17, 19, 29, 34, 38, 43, 55, 62-64, 68, 69, 70, 84

margin(s), 58, 65, 80

national register, 29, 30, 72, 84
nonmotorized, 37, 40
nonnative, 37, 40
number(s), v, 1, 8, 9, 17, 24, 29, 32, 36, 37, 43, 48, 54, 58, 66, 67, 68, 70, 72, 76
  date
  money, 66
  percentages, 66
  range of numbers, 67, 70
  temperature, 2
  table numbers, 76
  time/time of day, 2, 3, 8, 35, 39, 41, 42, 55, 66
  township/range, 31, 67

page numbers, 9, 17, 32, 43, 66, 68, 76
  location, 68
parentheses, 6, 8, 33, 62, 71
personal communication, 3, 8, 9, 15, 16 *also see* bibliography
photo(s)/photogrpahs, 33, 47
photo captions, 32, 57 *see also* caption(s)
planning team, 17, 64, 69
preparers, 8, 17, 55, 59, 69
province, 27, 30

quotation marks, v, 7, 24, 25, 71
quote(s)/quoted/quotation, 13, 18, 70, 71

RawlinsonT, 17, 57, 79
road(s)/roadways, 3, 26, 29, 30, 67, 85
running heads, 32, 59, 76 *see also* headers

semicolon, v, 6, 70, 71
short titles, 2, 24, 26, 72
slash, 37, 71
spelling, 67, 73
style(s), 1, 2, 3, 11, 14, 19, 23, 25, 32, 34, 35, 37, 43, 57, 60, 62, 66 (numbers), 67, 70, 71, 73

table(s) 3, 17, 25, 26, 31, 32, 34, 43, 45, 50, 51, 52, 59, 65, 68, 75–77, 81
  broadside tables, 32, 59, 68, 76
  impact tables, 51, 52
  notes in tables, 76
  summary tables, 50-52

temporary title pages, 4, 68, 82
theme, 63, 71
title page(s), 7, 17, 68, 82
titles, v, 3, 5, 7, 8, 12, 19, 20, 23–26, 32, 43, 50, 57, 59, 67, 72, 75
  table titles, 75, 76
trademarks, 25, 71

As the nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural resources. This includes fostering sound use of our land and water resources; protecting our fish, wildlife, and biological diversity; preserving the environmental and cultural values of our national parks and historical places; and providing for the enjoyment of life through outdoor recreation. The department assesses our energy and mineral resources and works to ensure that their development is in the best interests of all our people by encouraging stewardship and citizen participation in their care. The department also has a major responsibility for American Indian reservation communities and for people who live in island territories under U.S. administration.

NPS 900 D-54A June 2004